



Amendment No. 2
to
Contract No. NG190000007
for
ATX PAK Fashion Forward Initiative
between
Fashion For Good LLC
and the
City of Austin

- 1.0 The City hereby exercises this Unilateral Extension Option for the subject contract. This extension option will be effective December 10, 2019 through December 09, 2020. Zero (0) options will remain.
- 2.0 The total contract amount is increased by \$61,000 by this extension period. The total contract authorization is recapped below:

Action	Action Amount	Total Contract Amount
Initial Term: 12/11/2018 – 12/10/2019	\$17,300.00	\$17,300.00
Amendment No. 1: Vendor information change	\$0.00	\$17,300.00
Amendment No. 2: Option 1-Extension 12/11/2019-12/10/2020	\$18,500.00	\$35,800.00

- 3.0 By signing this Amendment, the City of Austin confirms that the vendor and its principals are not currently suspended or debarred from doing business with the Federal Government, as indicated by the GSA List of Parties Excluded from Federal Procurement and Non-Procurement Programs, the State of Texas, or the City of Austin.
- 4.0 All other terms and conditions remain the same.

BY THE SIGNATURE affixed below, this amendment is hereby incorporated into and made a part of the above-referenced contract.

Printed Name: Brenita Selement
Authorized Representative

Sign/Date: [Signature] 12/4/19

Brenita Selement
Procurement Specialist II
City of Austin
Purchasing Office
124 W. 8th Street, Ste. 310
Austin, Texas 78701



Amendment No. 1
to
Contract No. NG190000007
For
ATX Pak Fashion Forward Initiative
Between
Fashion & Style Events, LLC
dba Fashion X Austin
dba Fashion & Style Events
and the
City of Austin

1.0 The Contract is hereby amended as follows: Change the vendor information as requested and documented by the vendor.

	From	To
Vendor Name	Fashion & Style Events, LLC dba Fashion X Austin dba Fashion & Style Events	Fashion for Good, LLC dba Fashion for good
Vendor Code	V00000956931	V00000961204
FEIN	[REDACTED]	[REDACTED]

2.0 All other terms and conditions of the Contract remain unchanged and in full force and effect.

BY THE SIGNATURE affixed below, this Amendment No. 1 is hereby incorporated into and made a part of the Contract.

A handwritten signature in blue ink that reads "Linell Goodin-Brown".

Linell Goodin-Brown
Contract Management Supervisor II
City of Austin, Purchasing Office

Date

6-7-19

**CONTRACT BETWEEN THE CITY OF AUSTIN ("City")
AND
Fashion & Style Events LLC / Fashion X Austin Or Fashion & Style Events ("Contractor")
for
ATX Pak Fashion Forward Initiative
MA 5500 NG190000007**

The City accepts the Contractor's Offer (as referenced in Section 1.1.3 below) for the above requirement and enters into the following Contract.

This Contract is between Fashion & Style Events LLC / Fashion X Austin Or Fashion & Style Events having offices at 4410 Burnet Rd. Unit C Austin, TX 78756 and the City, a home-rule municipality incorporated by the State of Texas, and is effective as of the date executed by the City ("Effective Date").

Capitalized terms used but not defined herein have the meanings given them in Solicitation Number SCAISB-18-AW-007-02022018.

1.1 This Contract is composed of the following documents:

- 1.1.1 This Contract
- 1.1.2 Exhibit A - The Department of State - Embassy of the United States, Islamabad, Pakistan Notice of Funding Opportunity (NOFO) Grant Solicitation, SCAISB-18-AW-007-02022018 including all documents incorporated by reference
- 1.1.3 Exhibit B - The City's Proposal to include Fashion & Style Events LLC / Fashion X Austin Or Fashion & Style Events Offer, dated September 11, 2018, including subsequent clarifications

1.2 Order of Precedence. Any inconsistency or conflict in the Contract documents shall be resolved by giving precedence in the following order:

- 1.2.1 This Contract
- 1.2.2 The Federal Grant 's Solicitation as referenced in Section 1.1.2, including all documents incorporated by reference
- 1.2.3 The City's Proposal to include Contractor's Offer as referenced in Section 1.1.3, including subsequent clarifications.

1.1 Term of Contract.

1.2.1 Term of Contract. The Contract shall commence upon execution, unless otherwise specified, and shall remain in effect for an initial term of twelve (12) months. The Contract may be extended beyond the initial term for up to one additional twelve (12) month period at the City's sole option unless the Contractor is notified in writing no less than ninety (90) days prior to the contract's expiration.

1.2.1.1 If the City exercises any extension option, all terms, conditions, and provisions of the Contract shall remain in effect for that extension period, subject only to any economic price adjustment otherwise allowed under the Contract.

1.2.1.2 Upon expiration of the initial term or any period of extension, the Contractor agrees to hold over under the terms and conditions of this Contract for such

a period of time as is reasonably necessary for the City to re-solicit and/or complete the deliverables due under the Contract (not to exceed 120 calendar days unless mutually agreed to in writing).

- 1.2 **Compensation.** The Contractor shall be paid a total Not-to-Exceed amount of \$17,300 for the initial Contract term and \$18,500 for each extension option. Payment shall be made upon successful completion of services or delivery of goods as outlined in each individual Delivery Order.
- 1.3 **Quantity of Work.** There is no guaranteed quantity of work for the period of the Contract and there are no minimum order quantities. Work will be on an as needed basis as specified by the City for each Delivery Order

This Contract (including any Exhibits) constitutes the entire agreement of the parties regarding the subject matter of this Contract and supersedes all prior and contemporaneous agreements and understandings, whether written or oral, relating to such subject matter. This Contract may be altered, amended, or modified only by a written instrument signed by the duly authorized representatives of both parties.

In witness whereof, the parties have caused a duly authorized representative to execute this Contract on the date set forth below.

**FASHION & STYLE EVENTS LLC /
FASHION X AUSTIN OR FASHION &
STYLE EVENTS**

CITY OF AUSTIN

Matt Swinney
Printed Name of Authorized Person

Ricardo Zavala
Printed Name of Authorized Person

[Signature]
Signature

[Signature]
Signature

CEO
Title:

Procurement Specialist III
Title:

Insert Date (Must be within the Offer
acceptance period) 12/10/18

Insert Date (Must be within the Offer
acceptance period)

Date:

Date: 12/10/18

List of Exhibits:

- Exhibit A – The Department of State - Embassy of the United States, Islamabad, Pakistan Notice of Funding Opportunity (NOFO) Grant Solicitation, SCAISB-18-AW-007-02022018
- Exhibit B - The City's Proposal to include Fashion & Style Events LLC / Fashion X Austin Or Fashion & Style Events Offer, dated September 11, 2018
- Exhibit C – Federal Terms and Conditions
- Exhibit D - Fashion & Style Events LLC / Fashion X Austin Or Fashion & Style Events Scope of Work
- Exhibit E - Non-Suspension or Debarment Certification, Section 805
- Exhibit F - Section 0800, Signed Non Discrimination Affidavit

Exhibit A

**Department of State – Embassy of the United States, Islamabad, Pakistan
Notice of Funding Opportunity (NOFO)**

Program Office:	Public Affairs Section, U.S. Embassy, Islamabad
Funding Opportunity Title:	Cultural Affairs – Annual Program Statement
Announcement Type:	Grant or Cooperative Agreement
Funding Opportunity Number:	SCAISB-18-AW-007-02022018
Deadline for Applications:	April 5, 2018 (11:59 p.m. U.S. Eastern time)
CFDA Number:	19.501 - Public Diplomacy Programs for Afghanistan and Pakistan

CONTACT INFORMATION

- A) For questions relating to Grants.gov, please call the Grants.gov Contact Center at 1-800-518-4726.
- B) For assistance with the requirements of this solicitation, contact **Ellen Delage**, Program Specialist, Bureau of South and Central Asian Affairs, Office of Press and Public Diplomacy at email: DelageEM@state.gov.

IMPORTANT NOTE

All application materials must be submitted electronically through Grants.gov. Applications materials submitted via other means such as email will **not** be accepted.

Authorization to submit proposals through www.grants.gov is a multi-step process that requires prior successful registration with DUNS, NCAGE, SAM, and www.grants.gov. Please begin the registration process immediately to ensure that the process is completed well in advance of the deadline for applications. The entire registration process can require up to six weeks for the registration to be validated and confirmed. See *Section D: Submission Requirements* for further details.

Due to the volume of applicants and inquiries, PAS does not accept letters of intent, concept papers, or requests for meetings or phone calls prior to application.

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A. PROGRAM DESCRIPTION

Executive Summary

The Cultural Affairs Office in the Public Affairs Section of the U.S. Embassy Islamabad of the U.S. Department of State (hereafter referred to as "CAO Islamabad") is pleased to announce an open competition for assistance awards through this Notice of Funding Opportunity (NOFO).

CAO Islamabad's purpose in funding projects under this NOFO is to further contributions to economic growth and the development of human and government capacity in Pakistan, while developing people-to-people, institutional, and economic ties between the United States and Pakistan. We also aim to increase understanding of and support for U.S.-Pakistan relations and American values and policy among the Pakistani public. To this end, CAO Islamabad invites proposals that address the objectives listed below.

Based on funding availability, awards will vary between \$200,000 and \$500,000, with project duration of up to two years. Projects with activities expected to span one year or less should not be submitted for more than \$250,000.

Background

This NOFO is part of Mission Pakistan's support for public diplomacy programming in Pakistan. Proposals should address CAO Islamabad's stated goals, objectives, target audiences, and geographic locations. CAO Islamabad focuses on education, professional and academic exchanges, cultural connections through people-to-people, institutional, and economic ties, and leveraging alumni of U.S. government programs to achieve long-term objectives in Pakistan.

CAO Islamabad's programming in Pakistan:

- Strengthens local institutions to build long-term, self-sustaining relationships and institutional linkages between U.S. and Pakistani organizations, including capacity building support for Pakistani organizations as needed.
- Contributes to economic growth; improves human capacity by creating a better educated and more skillful workforce; and contributes to the development of government capacity in Pakistan, in particular in areas outside of urban centers and other remote and/or disconnected areas while contributing to local and regional stability.
- Empowers civil societies to strengthen diversity, the rule of law, transparency, and minority rights.
- Strengthens people-to-people ties between the United States and Pakistan through shared information, experiences, exchanges, and/or expertise.
- Enhances community engagement through positive messages and tolerant perspectives that enhance and amplify community-based efforts in a wide range of areas.
- Expands media outreach by amplifying U.S. diplomacy activities and programs on social and traditional media platforms.
- Demonstrates shared values, which builds respect and trust and increases effective communication.

More information about the Public Affairs Section can be found at:
<https://pk.usembassy.gov/education-culture/>

Project Objectives

Programming funded under this NOFO will help to strengthen ties between the United States and Pakistan through programming that highlights shared values and promotes bilateral cooperation. To that end, all programs must include an American element or connection with American expert/s, organization/s, or institution/s in a specific field that will promote increased understanding of U.S. policy and perspectives. Proposals must include a clear plan to measure and evaluate the impact of the program; proposals that fail to include a monitoring and evaluation plan in an M&E Workbook format (preferably using the template provided on www.grants.gov) will not be considered. Preference will be given to proposals that include target audiences outside the urban centers of Islamabad, Karachi, Lahore, and Peshawar. Projects that engage partners in India and/or Afghanistan are welcome. Note: While proposals may address multiple project objectives; they should focus activities primarily in one of the following four (4) project areas, and indicate which one.

1. Education – Academic Linkages / Joint Research / Promoting Tolerance and Diversity on Campus: Proposals will be accepted that aim to build enduring and self-sustaining connections beyond the life cycle of the grant, between U.S. and Pakistani educational institutions and expand the knowledge and capacity of Pakistani institutions. Proposals in this project area should address at least one of the following objectives:

- Establishment of joint research initiatives and building capacity of local scholars and institutions in writing quality research papers, PhD advising systems, and/or degree earning programs;
- Initiatives that will result in the development of soft skills courses such as analytical writing, critical thinking, leadership, interpersonal communication skills, media literacy, and public speaking to be used in Pakistani universities;
- Initiatives that combat violent extremist rhetoric and/or promote social inclusion by encouraging tolerance, freedom of expression, accountability, transparency, good governance, and accessibility for non-traditional students on university campuses;
- Initiatives aimed at raising awareness and enabling Pakistani girls/women, minorities, and other underprivileged and/or disenfranchised youth, including those studying in faith-based institutions, such as madrassas, to pursue STEM (Science, Technology, Engineering, and Math) careers.

Such programs may include in-person exchange components between U.S. and Pakistani institutions for teachers, students, administrators, and/or other education professionals. However, support for academic conferences and/or participation in such conferences without a long-term outcome or impact that is sustainable beyond the life cycle of the grant award, will not be considered. We encourage proposals that include an online technology component and we welcome proposals from existing and/or former linkages or partnerships. Proposals that seek to address any of these and related areas and that include engagement and/or exchanges with Indian and/or Afghan counterparts are also encouraged.

Note: Priority will be given to proposals that will have a broad institutional and long-term impact beyond the life cycle of the grant. Good examples of institution-building themes:

- 1) Development of institutional, faculty, and student research capacity and opportunities to engage in joint research projects aimed at strengthening the impact factor of Pakistani institutions;
- 2) Initiatives that develop and/or provide online access to U.S. and international reference and research sources for Pakistani academics and students;
- 3) Professional development programs for faculty, including continuing education and pedagogical capacity;
- 3) Curriculum and strategic planning aimed at expanding educational opportunities for non-traditional students, such as women returning to the workforce after having children or persons with disabilities;
- 4) Initiatives, such as establishment of participatory student government or other student organizations that promote tolerance, freedom of expression, and offer extra-curricular activities on university campuses and which counter violent extremism; and,
- 5) Small-scale university linkages to strengthen capacity or exposure of under-served universities; may include cross-border or multi-country engagement, i.e. Pakistan-Afghanistan, Pakistan-India; or audiences outside of the major/cosmopolitan cities.

2. **Sustainable Economic Growth:** Proposals will be accepted that promote sustainable enterprises, small businesses, innovation, and the development of human capital in Pakistan, that encourage the establishment of public-private linkages, partnerships, and coalitions (i.e. innovation hubs/districts or knowledge hubs). For example, public-private partnerships that connect Pakistani higher education institutions, including community colleges and vocational institutions, with local and regional industry, local and regional business development associations and NGOs, and government offices focused on encouraging sustainable growth, building the capacity of local industry, and responding to labor and market demands within Pakistan, the region and internationally; and that support activities aimed at eliminating barriers to local, regional, and international trade. Such programs must include engagement with and the establishment of connections with U.S. partners, including successful U.S. entrepreneurs, and may include exchange components focused on exposing Pakistanis and Pakistani institutions to similar successful public-private ventures in the United States.

Note: Preference will be given to proposals that clearly demonstrate how the program will provide opportunities for U.S. businesses and/or investment in Pakistan. Other topics for proposals may include but are not limited to: encouraging business sector reforms, enhancing intellectual property rights, equipping recent graduates with applicable professional skills for successful entry into the labor market, including internships, apprenticeships, and mentoring programs; and building capacity of industry sectors, such as hospitality and tourism, cultural heritage, and others that have economic growth potential and/or that can serve as economic development anchors within Pakistan, regionally, and internationally, and which tackle the emerging Pakistani youth unemployment bulge, and have the potential to benefit from linkages with U.S. companies.

Proposals that seek to address any of these and/or related areas and that include exchanges and engagement with Indian and/or Afghan counterparts are welcome.

Proposals must address how individuals participating in proposed projects, including exchanges, will share the knowledge they gain and how that knowledge will contribute to Pakistan's economic development upon their return. Proposals must detail:

- How the program will support potential ventures, which will help to contribute to job creation and economic growth in Pakistan. How the activities will include and/or reach target audiences (e.g., women, youth, minorities, and other vulnerable and socio-economically disadvantaged populations).
- Barriers to entry into local, regional, and international markets for Pakistani entrepreneurs and the activities to be undertaken to address these challenges.
- Proposals aimed at creating knowledge and/or innovation hubs or partnerships must identify the proposed area and industry/business of focus including the area's competitive advantage(s) vis a vis industry, academic institutions, city location/infrastructure, local associations and connections with regional and international markets; and, the U.S. partners and entrepreneurs with whom the proposal seeks to establish connections.

Proposals may include exchanges that expose participants to successful examples of connecting academia with local job market demand in the United States. Proposals that include exchange components must include the selection criteria and recruitment methods that will be used to recruit Pakistani and U.S. participants.

Note: Preference will be given to proposals that seek to reach socio-economically disadvantaged and disenfranchised groups, such as minorities and those living in rural and other hard to reach areas.

3. Human Rights and Social Inclusion: Proposals will be accepted for activities that increase knowledge and awareness of human rights with a focus on U.S. and Pakistani cooperation. CAO is seeking partners who engage with local communities, promote social opportunities, and encourage public visibility of these issues with programs that address short-term awareness and advocacy, with an aim to change public perceptions, attitudes, and behavior over the long-term and that encourage diversity, tolerance, freedom of expression, and inter-faith dialogue to combat violent extremism. Proposals could suggest activities such as public awareness campaigns, radio programs, theatrical productions that include audience discussion, or art competitions that aim to find solutions to human rights challenges. Proposals may use the performing or visual arts such as plays and comedy, musical performance, creative writing, cultural sites, sports, folk games, culinary arts, and other forms of artistic expression to tackle challenging social issues (see below). Exchanges and engagement with Indian and/or Afghan counterparts are welcome.

Special consideration will be given to proposals that focus on one or more of the following:

- Empowerment of women and girls;
- Prevention and elimination of gender-based violence;
- Accessibility issues related to public services, education, employment, and civil society participation;
- Raising awareness of and encouraging respect for and understanding of minority communities, such as religious minorities, sexual and gender minority communities; or refugee communities;

- Promotion of interfaith dialogue aimed at encouraging greater social inclusion and respect for human rights of all people regardless of ethnicity, gender, religion.

Proposals must discuss in detail:

- The social issue the project will target and the medium (public awareness campaign, arts, sports, music, cultural heritage, etc.) that will be used, including the key audience, the total number of participants, and total beneficiaries of the project.
- The selection criteria and recruitment methods that will be used to recruit Pakistani participants and other beneficiaries and/or target audiences of the program.
- Cross-cultural, professional development, and/or capacity building activities that connect Americans and Pakistanis.
- Details on how the activities will include and/or reach target audiences (e.g., women, youth, minorities, and other vulnerable and socio-economically disadvantaged populations) throughout Pakistan.
- Projects that propose leveraging the arts must identify the specific type of art or cultural medium the project will target, including the key audience and the total number of participants; details on how proposed activities will include and/or reach target audiences throughout Pakistan; the selection criteria and recruitment methods that will be used to recruit Pakistani and U.S. organizations or benefactors of the program; and cross-cultural, professional development, and/or capacity building activities that connect Americans and Pakistanis. Proposals must include collaboration with an American institution or professional(s).

- 4. Strengthening Civil Society:** Proposals will be accepted for projects that aim to:
- 1) Building the institutional capacity of local non-profit /non-governmental organizations (NGOs) and other civil society institutions, including on university campuses, to develop and empower a more engaged and informed citizenry;
 - 2) Fostering interfaith dialogue aimed at encouraging greater and more effectual, positive community involvement of religious leaders in tackling tough social challenges;
 - 3) Promoting social inclusion through encouraging tolerance, freedom of expression, accountability, transparency, and good governance, freedom of the press, journalism ethics, and other good democratic practices; and/or
 - 4) Advancing bilateral or trilateral policy dialogue connected to specific action plans to achieve outcomes related to economic growth, interregional and international trade, counterterrorism and peacekeeping initiatives, and use of bilateral assistance funds as well as public-private partnerships.

Proposals that include exchanges and engagement with Indian and/or Afghan counterparts will be considered based on viability and appropriateness of proposed activities.

Priority will be given to proposals that will have a broad institutional and long-term impact on Pakistani civil society such as:

- Sharing the U.S. NGO experience and international best practices for effective and accountable NGOs, including governing and management structure (i.e. independent board of directors), annual reports, effective grant writing and fundraising, effective monitoring and evaluation practices, managing effective volunteer programs, etc.;

- Sharing best practices in advocacy, including advocacy for local, regional, and national government, media organizations, and businesses; best practices in developing advocacy campaigns/strategies and using new technologies;
- Sharing best practices in peaceful grassroots community organizing;
- Accessibility issues related to public services, education, employment, and civil society participation;
- Connecting Pakistani religious leaders with each other and with American religious leaders to share experiences; discuss how different faiths can work together; best practices in interfaith engagement in the U.S.; individual community activities on specific social issues aimed at putting into practice ideas learned during such a program;
- Radio and/or other media programs aimed at promoting social inclusion and democratic norms.

Participants and Audiences:

Education – the target audience will include secondary, higher secondary, and tertiary education students, community colleges, and technical/vocational students as well as the practitioners, policy makers, trainers, administrators, or teachers who work in those fields.

Sustainable Economic Growth – the target audience will include: 1) higher secondary, including community colleges, tertiary education, and technical/vocational institutes, 2) industry/business/entrepreneurs, 3) business associations, 4) non-governmental organizations (NGOs), including think tanks, 5) and governmental offices focused on encouraging sustainable growth, building the capacity of local industry, and responding to labor and market demands within Pakistan, the region and internationally; and that support activities aimed at eliminating barriers to local, regional, and international trade; 6) other specific audiences, such as women, youth, minorities, and other vulnerable and socio-economically disadvantaged populations or other public and private institutions that can play a role in building and sustaining the entrepreneurship ecosystem in a specific locality. We welcome proposals that include target audiences outside the urban centers of Islamabad, Karachi, Lahore, and Peshawar, including in rural and other hard to reach areas.

Human Rights & Social Inclusion - the target audience may be broad, but should specify how various activities will reach specific audiences and why there is value in targeting those audiences with the intended program. Possibilities could include: U.S. experts to facilitate in-country programs on human rights with lawyers and judges, students and educators, local NGOS, local and regional government officials, and other stakeholders; in-school or after-school programs to increase awareness and understanding of the importance of social inclusion, including women and girls in sports, arts, cultural heritage, law enforcement, policy making, etc.; protecting the rights of the society's most vulnerable elements, including religious, ethnic, and sexual/gender minorities; engaging religious leaders in combatting social challenges; activities that reach large communities with political, religious, academic, and business elements.

Strengthening Civil Society – the target audience will include non-profits and/or non-governmental organizations of all sizes and working in all sectors of society across Pakistan,

although priority will be given to projects that target established/existing NGOs (vs individuals who are interested in creating NGOs) focused on promoting social inclusion, diversity, human rights, democratic practices, and combatting social challenges. Secondary audiences could include representatives of local businesses responsible for corporate social responsibility activities/strategy, academics studying the role and impact of Pakistani civil society, and appropriate policy makers and government officials.

The target audience should be specific to the area of focus of the project. Proposals should detail how activities will include and/or reach targeted audiences at local, provincial, and national levels. They should also detail the impact on beneficiaries.

All proposals should:

- Address how the project will contribute to one or more of the objectives listed above;
- Enumerate specific outputs and outcomes to be achieved by the end of the grant period, using a Grantee M&E Tool, preferably the M&E Tool template provided on www.grants.gov (Attachment 3);
- Describe involvement of American participants, expert/s, organization/s, or institution/s;
- Clearly specify the audiences to be reached and the geographic locations of program activities. Programs proposed in multiple locations should explain how that will be accomplished. Grantee must demonstrate capacity to implement activities in locations and with audiences proposed;
- Explain how programs and activities will be monitored and evaluated, including developing performance indicators using a Grantee M&E Tool (Attachment 3). Indicators should include baselines, targets, descriptions of data collection instruments, such as surveys of participants, and information on when results will be reported to the Public Affairs Section;
- Describe how elements of the project will have a multiplier effect or be sustainable beyond the life of the grant;
- Include a traditional and/or social media plan for marketing or advertising program activities and outcomes;
- Demonstrate competency to manage all financial and oversight aspects of the project, including participant costs and transparent arrangements of sub-grant relationships with partner organizations, if applicable.

The Public Affairs Section will not support the following activities or expenses under this funding opportunity:

- The purchase of space or buildings in support of program activities;
- Development projects;
- Construction projects;
- Individual travel to conferences;
- Scholarships to support educational opportunities or study for individuals*;
- Completion of activities begun with other funds;
- Fundraising or fund development projects;
- Projects that are inherently political in nature or that contain the appearance of partisanship/support to an individual or single party in electoral campaigns;
- Political party or lobbying activities in support of political parties;

- Projects that support specific religious activities;
- Cash prizes for competitions.

*Individuals interested in educational exchange or study opportunities in the United States should visit the United States Educational Foundation in Pakistan website at: <http://www.uselpakistan.org/> for more information on available programs.

B. FEDERAL AWARD INFORMATION

Public Diplomacy Grants

Individual Award Amounts: The award floor is \$200,000; the award ceiling is \$500,000.

Duration of Award: Up to two years. Projects expected to span one year or less should not be submitted for more than \$250,000.

The Public Affairs Section of the U.S. Embassy in Islamabad reserves the right to award less or more than the amount of funds described in the absence of worthy applications or under such other circumstances as they may deem to be in the best interest of the U.S. government.

Project and Budget Periods: Grant projects generally must be completed in two years or less. The Public Affairs Section will consider applications for continuation grants funded under these awards on a noncompetitive basis, subject to availability of funds, satisfactory progress of the program, and a determination that continued funding would be in the best interest of the U.S. Department of State.

C. ELIGIBILITY INFORMATION

All **U.S. and Pakistani** registered non-profit, non-governmental organizations, U.S. and Pakistani universities, and U.S. local and state governments with relevant programming experience, are eligible to apply. This experience should be documented in the organization's proposal. Organizations must provide proof of registration and non-profit status with their proposal application. **U.S.-based organizations should submit a copy of their IRS determination letter. Pakistan-based organizations should submit a copy of their certificate of registration from the appropriate government organization.**

Other Eligibility Requirements

Applicants are allowed to submit only one proposal per organization. If more than one proposal is submitted from an organization, all proposals from that institution will be considered ineligible for funding.

In order to be eligible to receive an award, all organizations must have a Unique Entity Identifier (DUNS) number from Dun & Bradstreet. Organizations requesting \$25,000 or more must also have a valid registration on www.SAM.gov. Please see Section D for information on how to obtain these registrations.

Previous federal award recipients who are not/were not in compliance with the terms of their financial and program reporting requirements are ineligible to apply. It is the applicant's responsibility to ensure they are in compliance with all applicable terms, conditions, and Office of Management and Budget guidance and requirements. Those organizations found to be in non-compliance may be found ineligible for funding or designated high risk if selected for funding.

D. APPLICATION AND SUBMISSION INFORMATION

Technical Requirements

Please follow all instructions below carefully. Proposals that do not meet the requirements of this announcement or fail to comply with the stated requirements will be ineligible.

Content and Form of Application Submission

Please ensure:

1. The proposal clearly addresses the goals and objectives of this funding opportunity.
2. All documents are in English
3. All budgets are in U.S. dollars
4. All pages are numbered
5. All documents are formatted to 8 ½ x 11 paper, and
6. All Microsoft Word documents are single-spaced, 12 point Times New Roman font, with a minimum of 1-inch margins.

When submitting a proposal, applicants are required to include the following documents and information, as applicable:

Section 1– Organization Information

A. Application Summary Coversheet: Applicants must complete and submit the form provided (Attachment 1). Executive summary text should not exceed the remaining space available on the single first page of the document.

B. Applicant Organization Survey: Applicants must complete and submit the survey (Attachment 2).

C. A copy of the organization's registration should be provided with the proposal application. U.S.-based organizations should submit a copy of their IRS determination letter. Pakistan-based organizations should submit a copy of their certificate of registration from the appropriate government organization.

Section 2 – Technical Proposal: Applicants must submit a complete narrative proposal in a format of your choice. The proposal shall not exceed 12 pages. Refer to the evaluation criteria in Section E below for further detail about what makes a strong proposal. All proposals must address the following areas:

- Organizational Description and Capacity
- Project Justification, Sustainability, and Impact

- Project Goals, Objectives and Activities
- Implementation Timeline
- Security (see note below)
- Monitoring and Evaluation Plan (see note below)

Security:

The safety and security of all participants and activities under this project are the sole responsibility of the award recipient. Due to the security climate in Pakistan, we require all proposals to include a security package to accompany appropriate programmatic elements within their proposal. The security package must include, but is not limited to, secure transportation, lodging, and emergency accountability and evacuation for non-Pakistani personnel living or working in Pakistan, as well as a copy of your organization's security operational procedures for high-risk environments. Reasonable costs for necessary security are allowable expenses and should be included in the proposed budget. If a security company is engaged and funded under the award, it must be registered by the Government of Pakistan to operate in Pakistan. We also require award recipients to notify the Public Affairs Section in advance when U.S. citizens are traveling to Pakistan.

U.S. citizens who travel to Pakistan are encouraged to enroll in the Department of State's Smart Traveler Enrollment Program (STEP) available at: <https://step.state.gov/step/>. Enrollment enables citizens to receive security-related messages from the Embassy and makes it easier for us to locate you in an emergency. The Embassy also recommends that all travelers review the State Department's travel website at travel.state.gov for the Worldwide Caution, Travel Warnings, Travel Alerts, and Pakistan Country Specific Information.

Monitoring & Evaluation Plan:

Applicants must submit a Monitoring and Evaluation (M&E) Plan (the preferred template is the Grantee M&E Tool provided with this funding opportunity on www.grants.gov) (Attachment 3). Applicants should complete the Grantee M&E Tool according to the specifications of their proposal, following its instructions and examples, and developing their own results framework and indicators. In addition, applicants should prepare a narrative M&E Plan to accompany the Grantee M&E Tool. The M&E Plan should describe how applicants intend to systematically plan, collect, analyze, and use performance monitoring data and evaluation to track progress, improve their results, and report achievements and challenges to the Public Affairs Section. Expenses directly associated with M&E are considered allowable.

The applicant's M&E Plan and Grantee M&E Tool should address the following components of program design and performance management:

- **Results framework:** Applicants should develop a logic model that connects beneficiaries' needs with the program's desired outcomes and the Public Affairs Section's objectives. A results framework is a logic model that visually diagrams the causal relationship between a program's outputs, outcomes, and goal. For more information, please see Worksheets 1 and 2 from the Grantee M&E Tool (Attachment 3).

Applicants should demonstrate in the M&E Plan how their project goals and outcomes link to the objectives of the program described in this NOFO.

- **Outcomes and outputs:** Applicants should include long-term outcomes, short-term outcomes, and outputs in their program's results framework. The M&E Plan and Grantee M&E Tool should clearly distinguish between outcomes and outputs:
 - Outcomes represent specific changes in events, occurrences, or conditions, such as attitudes, behaviors, knowledge, skills, or status. Outcomes are caused by a project (i.e. attributable to outputs or program activities), and are often expressed at an individual level among program participants. It is easier to conduct M&E if outcomes follow the SMART criteria and are Specific, Measurable, Attainable, Results-oriented, and Timely.
 - Outputs are a tangible, immediate, and intended product or result of an activity that is within an organization's control. Program deliverables are generally considered outputs. Examples include: number of journalist trained, number of media articles written, number of manuals distributed
- **Indicators:** Applicants should develop performance indicators to measure intended changes in the M&E Plan and Grantee M&E Tool. Indicators are used to observe progress and measure actual results compared to expected results (targets). They answer "how" or "whether" a project is progressing toward associated objectives and should be objective and measurable (e.g. numeric value, percentages, indices). As described in Worksheets 3 and 4 from the Grantee M&E Tool (Attachment 3), each indicator should:
 - Relate to a program's objective, goals, outcomes, or outputs. The indicator should describe whether and how a program is achieving the given outcome or output.
 - Explain how the applicant will calculate the indicator and when data will be collected and reported to the Public Affairs Section. Consideration should be given to the appropriate timing of data collection. This may also include describing data collection tools, such as surveys, attendance sheets, questionnaires, etc.
 - Have a baseline. A baseline is the value of an indicator before a program begins.
 - Have targets. Targets indicate how well you expect the indicator to perform during the program. They should be reasonably achievable yet ambitious enough to meet the program's objectives.
 - Have disaggregation. Disaggregation breaks down data by subgroups (e.g. gender, geographic location, education level).
- **Evaluation plan.** Applicants should develop a concise evaluation plan within the M&E Plan. The evaluation plan should demonstrate the applicant's willingness and ability to coordinate with an external evaluation of the program, if the Public Affairs Section commissions one. This section of the M&E Plan should also describe any plans by the applicant to conduct an internal evaluation of the project.

Applicants are encouraged to design M&E Plans and Grantee M&E Tools to assess their progress toward the program objectives set out in the NOFO, including using the following illustrative indicators:

Illustrative Indicators According to Project Areas and Outcomes				
	Participant satisfaction with the program and experience.	Participant learning: increased knowledge, aptitude, skills, and attitude, including substantive learning and mutual understanding.	Participant behavior: actions to apply knowledge, participation in civic organizations, and ongoing contacts with community members.	Institutional changes: increased collaboration and partnerships, policy reforms, and organizational improvements.
Education – Academic Linkages / Joint Research / Promoting Tolerance and Diversity on Campus	<i>Indicator: percentage of participants who express a high level of satisfaction with the program (Disaggregate by gender, age range, and province)</i>	<i>Indicator: percentage of participants who express a high degree of confidence in their ability to conduct joint research (Disaggregate by gender, age range, and province)</i>	<i>Indicator: number of participants who have communicated professionally with contacts outside Pakistan as a result of the program (Disaggregate by gender, age range, and province)</i>	<i>Indicator: number of academic linkages created between U.S. and Pakistani educational institutions (Disaggregate by the type of linkage)</i>
Sustainable Economic Growth	<i>Indicator: percentage of participants who express a high level of satisfaction with the program (Disaggregate by gender, age range, and province)</i>	<i>Indicator: percentage of participants who express a high degree of confidence in their ability to promote economic growth (Disaggregate by gender, age range, and province)</i>	<i>Indicator: number of participants who have communicated professionally with contacts outside Pakistan as a result of the program (Disaggregate by gender, age range, and province)</i>	<i>Indicator: number of participating organizations involved in public-private partnerships and coalitions (Disaggregate by type of partnership and province)</i>
Human Rights and Social Inclusion	<i>Indicator: percentage of participants who express a high level of satisfaction with the program (Disaggregate by gender, age range, and province)</i>	<i>Indicator: percentage of participants who express a high degree of confidence in their ability to increase knowledge and awareness of human rights (Disaggregate by gender, age range, and province)</i>	<i>Indicator: number of people exposed to positive messages from awareness raising campaigns (Disaggregate by gender, age range, and province)</i>	<i>Indicator: number of public awareness raising programs and events conducted to promote social inclusion (Disaggregate by type of program and province)</i>
Strengthening Civil Society	<i>Indicator: percentage of participants who express a high level of satisfaction with the program (Disaggregate by gender, age range, and province)</i>	<i>Indicator: percentage of participants who express a high degree of confidence in their ability to increase knowledge and awareness of human rights (Disaggregate by gender, age range, and province)</i>	<i>Indicator: number of NGO staff who receive training on skills for effective and accountable organizations (Disaggregate by gender, age range, and province)</i>	<i>Indicator: number of NGOs that received capacity building support (Disaggregate type of NGO and province)</i>

Section 3 – Budget

A. Budget and Budget Detail: Applicants must submit a detailed budget and budget narrative justification utilizing the template provided with the funding opportunity (Attachment 4). Line item expenditures should be listed in the greatest possible detail. Personnel salaries should include the level of effort and the rate of pay, which should cover the percentage of time each staff member will dedicate to grant-based activities. Budgets that are not in the provided format will not be considered. **Budgets shall be submitted in U.S. dollars** and final grant agreements will be conducted in U.S. dollars.

Section 4 – Key Personnel and Project Partners

A. Key Personnel – A résumé, not to exceed 1 page in length, must be included for the proposed key staff persons, such as the Project Director and Finance Officer, as well as any speakers or trainers (if applicable). If an individual for this type of position has not been identified, the applicant may submit a 1-page position description, identifying the qualifications and skills required for that position, in lieu of a résumé.

B. Project Partners – letters of support should be included for sub-awardees or other partners. The letters must identify the type of relationship to be entered into (formal or informal), the roles and responsibilities of each partner in relation to the proposed project activities, and the expected result of the partnership. The individual letters cannot exceed 1 page in length.

Section 5 – Standard Forms 424 – (SF-424 Family) Application for Federal Assistance, 424A Budget Information – Non-Construction, and 424B - Assurances for Non-construction Programs (all are located in Attachment 4), which are available, along with guidance for completing these forms, at: <http://www.grants.gov/web/grants/forms.html>. Under the heading, “SF-424 Family.”

Please note:

1. Other items NOT required/requested for submission, but which *may* be requested if your application is approved for funding include:
 - a. Copies of an organization or program audit within the last two (2) years
 - b. Copies of relevant human resources, financial, or procurement policies
 - c. Copies of other relevant organizational policies or documentation that would help the Department determine your organization’s capacity to manage a federal grant award overseas.
2. The Embassy reserves the right to request any additional programmatic and/or financial information regarding the proposal.

Applications are accepted in English only, and final grant agreements will be concluded in English.

Application Deadline

Applications may be submitted for consideration at any time before the closing date of this opportunity, however, all submission must be received by **April 5, 2018 at 11:59 p.m. U.S. Eastern Daylight Time**. For the purposes of determining if an award is submitted on time, officials will utilize the time-stamp provided by Grants.gov.

This deadline is firm. If organizations fail to meet the deadline noted above, their application will not be considered for funding and will be considered ineligible.

Submission Requirements

Applicants must submit all application materials electronically through Grants.gov.

Authorization to submit proposals through www.grants.gov is a multi-step process that requires prior successful registration with DUNS, NCAGE, SAM, and www.grants.gov. Please begin the

registration process immediately to ensure that the process is completed well in advance of the deadline for applications. The entire registration process can require **up to four weeks** for the registration to be validated and confirmed.

- Thorough instructions on the application process are available at <https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCAGE.pdf> (for the DUNS number application, NCAGE number application, and registration with SAM) and at
- <http://www.grants.gov/web/grants/applicants/organization-registration.html> for registration with www.grants.gov as an Authorized Organization Representative (AOR). For questions relating to Grants.gov, please call the Grants.gov Contact Center at 1-800-518-4726.

Please note: Only www.grants.gov, DUNS, NCAGE, and SAM can assist with technical questions or problems applicants may experience during the registration process. Please refer to the contact information for these organizations listed in this NOFO and on the organization registration page of www.grants.gov.

Organizations must obtain the following:

- UEI (DUNS)
- NCAGE code
- SAM registration, and
- AOR (Authorized Organization Representative) registration on www.grants.gov

Step 1:

Apply for an UEI (DUNS) and an NCAGE number (these can be completed simultaneously)

Step 1a:

UEI (DUNS) application: Organizations must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet, if your organization does not have one already, you may obtain one by calling 1-866-705-5711 or visiting <http://fedgov.dnb.com/webform/displayHomePage.do;jsessionid=81407B1F03F2BDB123DD47D19158B75F>.
<http://fedgov.dnb.com/webform>

Step 1b:

NCAGE application: Application page here (but need to click magnifying glass and then scroll down to click new registration)
<https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>

Instructions for the NCAGE application process:

<https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCAGE.pdf>

For help from within the U.S., call 1-888-227-2423

For help from outside the U.S., call 1-269-961-7766

Email NCAGE@dlis.dla.mil for any problems in getting an NCAGE code. After receiving the NCAGE Code, proceed to register in SAM by logging onto: <https://www.sam.gov/>

Step 2:

Once DUNS and NCAGE are obtained, continue to SAM registration
www.SAM.gov

Step 3:

Once SAM registration is confirmed, continue to Grants.gov organization registration
<http://www.grants.gov/web/grants/applicants/organization-registration.html>
Organizations must maintain an active SAM registration (www.SAM.gov) with current information at all times during which they have an active Federal award or an application under consideration by a Federal awarding agency. SAM registration must be renewed annually.

How to Submit an Application via Grants.gov

Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different webforms within an application. For each funding opportunity announcement (FOA), you can create individual instances of a workspace.

For access to complete instructions on how to apply for opportunities, refer to:
<https://www.grants.gov/web/grants/applicants/apply-for-grants.html>

NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at: <https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>

Special Characters in Submissions

Grants.gov does not accept all UTF-8 special characters in file attachment names. Applicants are able to enter all special characters from the UTF-8 character set when submitting applications and information to Grants.gov. However, if the grantor's system is not yet compatible with these special characters, the grantor system may produce garbled or missing text in the application. As a result, the application may be rejected.

Review the application instructions provided by the award-making agency for their attachment restrictions. You should also review the instructions on the form you are completing. If there are no special restrictions for file names identified by the agency or in the form, then the file name restrictions are as follows:

- Please limit file names to 50 or fewer characters
- Do not attach any documents with the same name. All attachments should have a unique name.
- Please use only the following UTF-8 characters when naming your attachments: A-Z, a-z, 0-9, underscore, hyphen, space, period, parenthesis, curly braces, square brackets, ampersand, tilde, exclamation point, comma, semi colon, apostrophe, at sign, number

sign, dollar sign, percent sign, plus sign, and equal sign. Attachments that do not follow this rule may cause the entire application to be rejected or cause issues during processing.

Risk Analysis Management

To qualify for final consideration, certain applicants must undertake the Risk Analysis Management (RAM) vetting process by providing Risk Analysis Information (RAI) about their "key individuals" (i.e., individuals with the ability to control applicant organizations' funds). **Please note: these individuals could be different from the key personnel listed in the section 4 of required documents.** The purpose of vetting potential contractors and grantees is to reduce the risk that foreign assistance funding is provided to terrorists or their supporters. **Potential grantees will be notified separately if RAI is required.** Applicants submit key individuals' RAI by completing the Risk Analysis Information Form, DS-4184, through the secure web portal at <https://ramportal.state.gov>. The DS-4184 requests the following RAI for each key individual: Full Name; Aliases; Gender; Birth Place; Birthdate; Home/Work Addresses; Phone Numbers; Employer; Professional Title; Email Addresses; Skype ID (if included, email address is also required); Numbers from All Official IDs (e.g., passports, ID cards, etc.); Nationalities; and Social Security Number (if U.S. person). Questions about the DS-4184 form may be emailed to RAM@state.gov. Failure to submit information when requested, or failure to pass vetting, may be grounds for rejecting your proposal.

Given the volume of applications, review may take up to 90 days, and we are unable to individually confirm receipt of proposals.

Address to Request Application Package

This funding opportunity and any amendments can be found at www.grants.gov (search by Opportunity Number). If you require special accommodation to access any information contained in this announcement, please contact Ellen Delage at DelageEM@state.gov.

E. REVIEW AND SELECTION PROCESS

Each technically eligible application submitted under this announcement will be evaluated and rated on the basis of the criteria detailed below. The criteria are designed to assess the quality of the proposed project, and to determine the likelihood of its success. The criteria are closely related and are considered as a whole in judging the overall quality of an application. Applications will be reviewed on the basis of their fullness, coherence, clarity, and attention to detail.

Past performance on grants awarded by the U.S. Department of State, other United States government, or international donor agencies may also be considered. The proposal submitted by your organization should comply with the requirements of 2 CFR 200 relevant to your organization and the activities of your proposal.

PAS reviews all proposals for eligibility. Eligible proposals will be subject to compliance of Federal and Public Diplomacy regulations and guidelines and may also be reviewed by the Office of the Legal Adviser or by other Department elements. Final technical authority for assistance awards resides with the Department's Grants Division A/OPE.

All submissions are screened for technical eligibility. If a submission is missing any required forms/documents listed in section D, it will be considered ineligible and will not be reviewed by the grants review committee.

Proposals will be approved based on an evaluation of how the proposal meets the solicitation review criteria, U.S. foreign policy objectives, the priority needs of the Public Affairs Section, and availability of funding. A Grants Review Committee will evaluate all technically eligible proposals. Review criteria will include:

1. Project Justification, Sustainability, and Impact on U.S. Public Diplomacy Goals (30 points) – The project is likely to provide maximum impact in furthering the broader U.S. Public Diplomacy policy goals. The proposal contains a compelling justification that demonstrates an in-depth understanding of the environment in Pakistan and cites specific factors creating/influencing the need for the proposed project. The proposal has a sound theory of change to address the stated need. Elements of the project will have a multiplier effect and be sustainable beyond the life of the grant. A good multiplier effect may include but is not limited to, plans to build lasting networks for direct and indirect beneficiaries, follow-on training and mentoring, and continued use of project deliverables. Sustainability may include demonstrating capacity-building results, a plan to generate revenue, or interest and support from the private sector.

2. Planning and Feasibility (20 points) – The project plan is well developed, with sufficient detail about how activities will be carried out. The proposal specifies target audiences, participant recruitment, and geographic areas of implementation. The proposal outlines clear, achievable objectives. The proposal includes a reasonable implementation timeline. The project scope is appropriate and clearly defined.

3. Organization's Record and Capacity (15 points) – The organization has expertise in the subject area and demonstrates the ability to perform the proposed activities. The organization demonstrates capacity for successful planning and responsible fiscal management. Applicants who have received grant funds previously have been compliant with applicable rules and regulations. Where partners are described, the applicant details each partner's respective role and provides curriculum vitae (CVs) for persons responsible for the project and financial administration. Proposed personnel, institutional resources, and partners are adequate and appropriate.

4. Cost-Effectiveness (20 points) – The budget and narrative justification are sufficiently detailed. Costs are reasonable in relation to the proposed activities and anticipated results. The budget is realistic, accounting for all necessary expenses to achieve proposed activities. The results and proposed outcomes justify the total cost of the project. Budget items are reasonable, allowable, and allocable.

5. Monitoring and Evaluation (15 points) – The use of an Grantee M&E tool (such as Attachment 3) and development of a M&E Plan are required to receive points in this category. Projects should demonstrate the capacity for engaging in performance management and identify outputs and outcomes to measure how project activities will achieve the program's objectives. The Grantee M&E Tool should include output- and outcome-based indicators, a baseline and targets for each indicator, disaggregation for gender if applicable, data collection tools, data source, and frequency of data collection and reporting. Expenses directly associated with monitoring and evaluation are considered allowable.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

Federal Award Notices

As described in Section E above, the successful applicant will be notified via email that it's proposal has been selected to move forward in the review process; this email IS NOT an authorization to begin performance. The notice of Federal award signed by the grants officer (or equivalent) is the authorizing document. It shall be written, signed, awarded, and administered by the Grants Officer. The Grants Officer is the Government Official delegated the authority by the U.S. Department of State Procurement Executive to write, award, and administer grants and cooperative agreements. The assistance award agreement is the authorizing document and it will be provided to the Recipient through email transmission. The recipient may only incur obligations against the award beginning on the start date outlined in the DS-1909 award document that has been signed by the Grants Officer. Organizations whose applications will not be funded will also be notified via email.

Issuance of this NOFO does not constitute an award commitment on the part of the U.S. government, nor does it commit the U.S. government to pay for costs incurred in the preparation and submission of proposals. Further, the U.S. government reserves the right to reject any or all proposals received. The U.S. government also reserves the right to make an award in excess of the award ceiling.

Terms and Conditions

Recipients will be held to the applicable terms and conditions found at <https://www.statebuy.state.gov/fa/Pages/TermsandConditions.aspx>. It is the Recipient's responsibility to ensure they are in compliance with all applicable terms, conditions, and OMB guidance and requirements. Those organizations found to be in non-compliance may be found ineligible for funding or designated high risk.

2 CFR 200 Uniform Administrative Requirements, Costs Principles, and Audit

Requirements for Federal Awards: All applicants must adhere to the regulations found in 2 CFR 200 Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards.

Branding Requirements: As a condition of receipt of a grant award, all materials produced pursuant to the award, including training materials, materials for recipients or materials to communicate or promote with foreign audiences a program, event, project, or some other activity under an agreement, including but not limited to invitations to events, press materials, and backdrops, podium signs, etc. must be marked appropriately with the standard, rectangular U.S. flag in a size and prominence equal to (or greater than) any other logo or identity. **Note:** Exceptions to the branding requirement are allowable under certain conditions. If an applicant is notified that their award has been chosen for funding, the Grants Officer will determine, in consultation with the applicant, if an exception is applicable.

Evaluation: In line with the Department of State's Evaluation Policy, the U.S. Embassy Islamabad Public Affairs Section may include this award in its program evaluation efforts. When applicable and feasible, the Recipient shall cooperate with the Grants Officer (GO) and Grants Officer Representative (GOR) requests to contribute data on specific performance measures and indicators; consider GO and GOR input on design and methodology of Recipient-led evaluation efforts; provide any evaluation reports produced under the award to the GO and GOR for review; incorporate the project into any third-party evaluations that PAS may initiate.

Reporting Requirements

Recipients are required to submit quarterly (calendar year) program progress and financial reports throughout the project period. Progress and financial reports are due 30 days after the reporting period. Final certified programmatic and financial reports are due 90 days after the close of the project period.

First Quarter (January 1 – March 31): Report due by April 30

Second Quarter (April 1 – June 30): Report due by July 30

Third Quarter (July 1 – September 30): Report due by October 30

Fourth Quarter (October 1 – December 31): Report due by January 30

All reports are to be submitted electronically.

Awardees that are deemed to be high risk may be required to submit more extensive and frequent reports until their high risk designation has been removed.

The Awardee must also provide the Embassy on an annual basis an inventory of all the U.S. government provided equipment using the SF428 form.

G. FEDERAL AWARDING AGENCY CONTACTS

Questions regarding the administrative and programmatic aspects of this funding opportunity may be directed to Ellen Delage at DelageEM@state.gov.

For questions relating to Grants.gov, please call the Grants.gov Contact Center at 1-800-518-4726.

To inquire about the process for obtaining a Negotiated Indirect Cost Rate Agreement (NICRA) contact Donald Hunter at HunterDS@state.gov.

H. OTHER INFORMATION

Disclaimers

The Federal government is not obligated to make any Federal award as a result of the announcement. Issuance of this NOFO does not constitute an award commitment on the part of the U.S. government, nor does it commit the U.S. government to pay for costs incurred in the preparation and submission of proposals. Further, the U.S. government reserves the right to reject any or all proposals received. The U.S. government also reserves the right to make an award in excess of the award ceiling.

If a proposal is funded, the Department of State has no obligation to provide any additional future funding in connection with the award. Renewal of an award to increase funding or extend the period of performance is at the total discretion of the Department of State.

This NOFO is subject to funds availability. Awards may be granted only if appropriated funds are allocated to the United States Embassy in Islamabad by Department of State central budget authorities.

Copyrights and Proprietary Information

If any of the information contained in your application is proprietary, please note in the footer of the appropriate pages that the information is Confidential – Proprietary. Applicants should also note what parts of the application, program, concept, etc. are covered by copyright(s), trademark(s), or any other intellectual property rights and provide copies of the relevant documentation to support these copyrights.



Driving Creative Capacity



Accelerating Scale



Empowering Entrepreneurs



2018

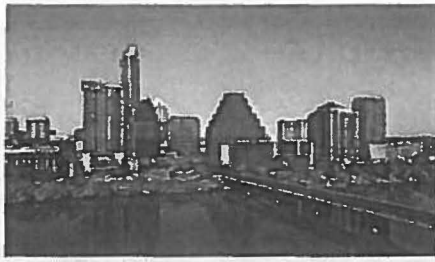
Exhibit B

Program Proposal



City of Austin

Alicia Dean
David Kurtenbach
9/11/2018



Driving Creative Capacity



Accelerating Scale



Empowering Entrepreneurs



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Driving Creative Capacity



Accelerating Scale



Empowering Entrepreneurs



ATX+PAK Advance

Accelerating global scalability of startups and entrepreneurial capacity of creatives in Texas and Pakistan.

Funding Request: \$499,194

Timeline: 24 Months Oct. 2018- Oct. 2020

Primary Partners

Government
City of Austin

Private Sector

Innovation District 92 (ID 92) -Lahore

Capital Factory-Austin

Fashion X- Austin

ATX+PAK Advance is the next phase of the City of Austin's successful ATX+PAK Launch Entrepreneurship program. The U.S. Department of State funded ATX+PAK Launch initiative, connected entrepreneurs, investors, influencers, and educators in Austin's thriving startup community to their counterpart's in Pakistan's emerging innovation ecosystem centered in Lahore to facilitate sustainable economic growth

ATX+PAK Launch Accomplishments

ATX+PAK programming and activities reached more than 2,000 innovators in Pakistan and exceeded its benchmark goals with several major achievements including:

Increased Investment

- 72% of ATX+PAK Launch participants have raised more than 1.3 million dollars in funding.
- Announcement of a \$20 million Austin based venture fund dedicated to investing in Pakistani startups.
- \$3 million commitment to the Pakistan venture fund by the Punjab Information Technology Board, facilitated by negotiations between the City of Austin, 1839 Ventures, and the Government of Punjab.

Increased Creative & Business Collaboration

- Six companies in Austin and Lahore have entered into commercial partnerships all of which are generating revenue.
- Launch of "The Mix", Pakistan's first innovation, arts, and culture convergence conference inspired by Austin's SXSW conference.



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- Three Austin based startup incubators/accelerators established entrepreneurship education partnerships with the Information Technology University's Plan9 Incubator and PlanX Accelerator.
- The City of Austin and Punjab Information Technology Board formally entered a Science City partnership to facilitate and promote increased commercial trade and cultural programming between Texas and Pakistan.

ATX+PAK Advance Overview

ATX+PAK Advance will build on the ATX+PAK Launch foundation of success with two (2) programming tracks which will run concurrently.

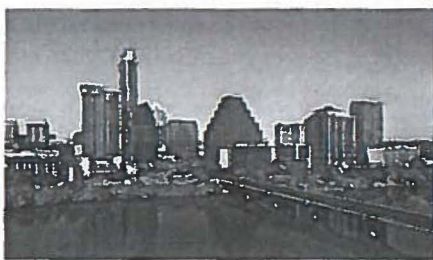
Global Market Access Program (GMAP): An advanced business development program designed to identify ten (10) high performing Pakistani companies ready to scale up their business at home while expanding their operations internationally, with a particular focus on U.S. markets as part of a strategy to achieve long-term economic sustainability.

This is an advanced program for growth-stage start-ups only. Startups selected as finalists will have strong financials, a cohesive leadership team, have experience working with investors, outlined realistic growth/expansion plans.

Goals & Objectives Snapshot:

- A minimum of 40 startups received advanced level global market expansion training to exponentially increase their ability to secure growth stage funding from both the local investment community in Pakistan and international venture capital firms.
- Ten high performing startups selected for U.S. market immersion and expansion receive customized strategic growth blue prints focused on establishing tangible business operations and partnerships in the U.S. which will create jobs and promote long-term economic growth and sustainability in the Austin and Pakistan startup ecosystems.
- Six startups successfully open offices and or launch new expansion and or other businesses partnerships in the U.S. by the conclusion of the two-year program

Fashion Forward Initiative: Designed to facilitate new commercial opportunities and creative partnerships for textile manufacturers, fashion designers and fashion related startups in the U.S. and Pakistan to drive an increase in import/export activity.



Driving Creative Capacity



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Empowering Entrepreneurs



Goals & Objectives Snapshot:

- Establish at least two (2) direct to Austin textile import partnerships with Pakistan based textile companies.
- At least two (2) Pakistan based textile companies become the establishing or inaugural companies for an Austin based international textile & design center to support the region's growing fashion industry.
- At least one (1) major Pakistan based fashion brand or retailers establishes a physical retail establishment in the Austin metro area.

The ATX+PAK Global Market Access Program (GMAP) and Fashion forward initiative will support the following U.S. Embassy Pakistan public diplomacy objectives:

- Contributes to economic growth; improves human capacity by creating a better educated and more skillful workforce; and contributes to the development of government capacity in Pakistan, especially in areas outside of urban centers and other remote and/or disconnected areas while contributing to local and regional stability.
- Strengthens people-to-people ties between the United States and Pakistan through shared information, experiences, exchanges, and/or expertise.

Programming Details

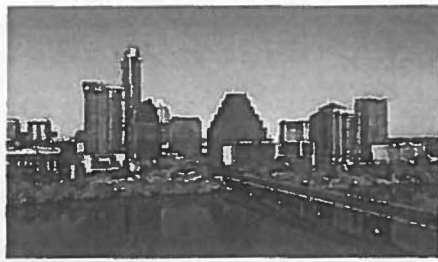
ATX+PAK Advance- Global Market Access Program (GMAP)

Number of Primary Beneficiary Participants: 40

GMAP Market Immersion Cohorts to Austin:) 2-Fall 2019 (5 people), Spring 2020 (5 people Objective(s):

- Increase the number of Pakistan startups successfully scaling at home and abroad.
- Provide startups and creatives in Pakistan and Texas access to resources, audiences, and growth opportunities in global markets.
- Graduate 10 startups from the GMAP with viable global expansion/partnership plans that are ready to be implemented within a year of program completion.

GMAP will achieve the objectives outlined above with a comprehensive three phase program designed to assist a select group of startups successfully accelerate their long-term growth and international expansion plans.



Driving Creative Capacity



Accelerating Scale



Empowering Entrepreneurs



Proposed Timeline

- November 1st: Launch of program and opening for application portal.
- November 1st - November 30th: Events held in various locations across Pakistan to promote program.
- December 15th: Closing of application
- December 16th - January 15th: Selection of finalists.
- January 15th: Announcement of finalists.
- February 10th: Start of Phase 2 and in country U.S market entry workshop
- February 17th: Announcement of the 10 companies selected and extended invitation to travel to U.S.
- Fall 2019: First cohort of 5 companies
- Spring 2020: Second cohort of 5 companies

GMAP PHASE ONE: CALL FOR APPLICATIONS & NATIONWIDE RECRUITING

A website will be established for GMAP that will list program details, criteria, and partners. Growth stage companies will apply to participate in the program via the website.

Each applicant will be asked to complete:

1. Online Application to be scored by the ATX+PAK Advance and GMAP planning teams with the help of the Pakistani partner(s) and U.S. Embassy Islamabad
2. Delivery of in-person pitch to the GMAP Team and Pakistani partner representatives

Innovation District 92 (ID92) will serve as the home-base in Pakistan to host & market GMAP training & recruiting events as well as ensure participation of entrepreneurs from a diverse cross- section of Startup Incubators/Accelerators in Pakistan with a particular focus on recruiting female founders to participate in the program.

The call for applications will last 45 days. During this time The Capital Factory Global Market Access Program coordinator will travel to Pakistan and hold events in each partner location/facility to educate and promote the program. Events will include participation of four experienced U.S entrepreneurs/investors virtually to present their stories and participate in Q&A sessions with prospective GMAP Applicants.

When the application period closes, Leadership representing ATX+PAK Advance Regional Startup Accelerator partners in Pakistan will evaluate each application provide recommendations based on selection criteria to Capital Factory and City of Austin. GMAP Team will jointly review all applications and recommendations to make selection of the twenty-five companies to be extended invitations to attend Phase 2.



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GMAP Selection Criteria

The selection criteria are meant to filter down to a set of companies that have valid reason to setup business in the United States and are also financially able to support expansion into a second market.

Companies must meet at least three of criteria parameters to be considered for Phase Two.

1. Annual revenue exceeding \$250,000.00.
2. Two or more current active U.S customers.
3. Raised capital investment exceeding \$50,000 from accredited U.S investors.
4. Traveled to the United States more than two times to support expansion of companies into the United States.
5. Accepted into a U.S based incubator/accelerator program. Ex. Y-Combinator and TechStars.
6. Current active physical presence within the United States.
7. Current active board members based in the United States.

After meeting the above selection criteria, the companies will be pass through an additional round of selection criteria including.

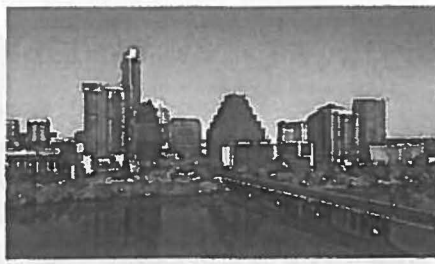
1. Attractive Market Size
2. Market Concentration
3. Industry Clusters
4. Disruptive Technology: Do they have something unique and scalable?
5. Timing: The US market for a solution is ahead of the curve while Europe, Australia. Asia and other emerging markets are not ready.

The goal of the selection process is the ensure companies with the strongest likelihood of success in the U.S. are selected for phase two.

GMAP PHASE TWO: FOUR DAY U.S MARKET ENTRY WORKSHOP

Phase Two consists of an intensive, interactive 4-day workshop to be held in Pakistan. This will be delivered by the GMAP Team and select VIP mentors who have significant experience in guiding non-U.S. companies into the U.S. and other world markets. The workshop sessions will focus on helping participants to understand unique corporate cultures, business model validation, the art of customer discovery, funding landscape, pitch perfection and generating meetings with potential prospective customers, partners and or investors. Each participant will also get the opportunity to have one-on-one sessions with the GMAP Team. Local experts in the areas of law, including immigration/visas, corporate, and tax might also be used to complement the content being delivered by the GMAP Team.

On day 4 of the in-country conference, a review of all participating companies will be undertaken to select those who are determined to be sufficiently resourced and committed to move to Phase Three for the US market visit; the ATX+PAK Advance planning & GMAP teams and in-country partners will lead



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the review. Participating companies will be informed before the boot camp concludes on day 4. The final session at the workshop will be an induction into Phase Three to ensure the momentum gathered is not lost.

The selection criteria that will be used to select companies to participate on Phase Three will include:

Suitability of product/service offering for US and other world markets including:

1. Strength of Management Team
2. Product market-fit
3. Level of Commitment to US market
4. Overall scalability of the business
5. Current length of Financial Runway in months
6. Existing US/Global networks / market familiarity / buyer or angel traction
7. Ability to support funding for board in US for itinerary.

GMAP PHASE THREE: U.S. MARKET IMMERSION

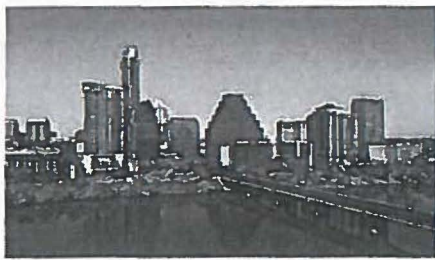
The U.S. Market Immersion phase of the Global Market Access Program (GMAP) is designed to help the selected startups successfully launch or expand their business enterprises in the United States via Austin. Companies who are deemed to be ready to progress to Phase 3 and accept the invitation will receive the following

1. Post Bootcamp mentoring delivered virtually before arrival in the United States
2. Customized 30-day acceleration strategy itinerary for their U.S. visit

Post Bootcamp Mentoring: Companies will be matched with an industry-relevant US based mentor for a defined period following the GMAP workshop. The defined period will encompass the time period between the startup's selection into the program and their arrival in the U.S. for the market immersion (phase three) portion of the GMAP program. These mentoring sessions will take place remotely at a time suitable to both the participant and assigned mentor. During these sessions, Capital Factory will help the startups sessions will help the participant refine their investor target lists, customer acquisition plans, prepare relevant marketing materials and plan out the itinerary and meetings for their US visit.

One Month U.S.A. Market Immersion Itinerary: During the visit, the GMAP Team, Capital Factory, City of Austin, and mentors, using their extensive network will schedule several meetings with relevant industry contacts. Relevant industry contacts include potential investors, potential customers, potential corporate partners, and potential U.S team members. The companies will also be provided free consultation from local experts in the areas of law, including immigration/visas, corporate, and tax.

The selected companies will also have the opportunity to network and obtain feedback on meetings. Incubation/Office space will be provided for the duration of their visit. Option to extend if companies deem Austin/Capital Factory as a best fit for their US Market entry.



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ATX+PAK Advance- Fashion Forward Initiative

Number of Primary Beneficiary Participants: 28

Business Delegations to Austin: 2-Spring 2019 (7 people), Spring 2020 (7 people)

Pakistan Fashion & Textile Industry Tours: 2 Fall 2019 (7 people), Fall 2020 (7 people)

Objective(s):

- Strengthen the entrepreneurial skills of creative talent in Pakistan and Texas with a focus on developing strong commercial, cultural, and collaborative links in the fashion industry.
- Increase import/export activity between the U.S. and Pakistan for creative industry driven products, goods and services with a focus on textiles, apparel, and artisan craft goods.
- Facilitate innovative partnerships to introduce small and medium sized regional specialty textile manufacturers and fashion industry suppliers to new customers/markets in the U.S. with the goal of at least two new textile trade partnerships established between Austin and Pakistan.
- Facilitate meetings between major U.S. retailers/buyers and Pakistani designers to scale Pakistani product lines in mainstream retail outlets and e-commerce sites with the goal of at least one major fashion brand opening a new U.S. location in Texas.

ATX+PAK Advance creative programming will highlight commercial opportunities and facilitate creative partnerships for fashion designers and fashion related startups in the U.S. and Pakistan.

Fashion Forward Initiative Proposed Timeline

Oct 2018

- Moda X South Asia Tour (Independently funded and will not require the use of U.S. Government dollars)
- Austin Incubator Visit
- City of Austin Official ATX+PAK ADVANCE kickoff event
- Marketplace Pop Up (Demo)
- Prep work/planning for Pakistan delegation visit to Austin



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Nov & Dec 2018

- Planning for Pakistan business delegation I visit to Austin
- Selection of Pakistan business delegation I participants

April 2019

Fashion Forward Activities:

- Pakistan business delegation I arrives in Austin
- 1st Phase Marketplace pop up shop(s) open
- Curated meetings with Chambers of Commerce, State of Texas Economic Development officials
- Meetings with potential business to business partners & key industry facilities tours
- Fashion Incubator visit
- First Textile & Trim Trade show/bazaar (Austin)

Fall 2019

- First Austin delegation to Pakistan for Textile & Industry Tour

Spring 2020

- Pakistan business delegation II arrives in Austin
- Second Phase Marketplace pop up shop(s) open
- Curated meetings with Chambers of Commerce, State of Texas Economic Development officials
- Meetings with potential business to business partners & key industry facilities tours
- Fashion Incubator visit
- Second Textile & Trim Trade show/bazaar

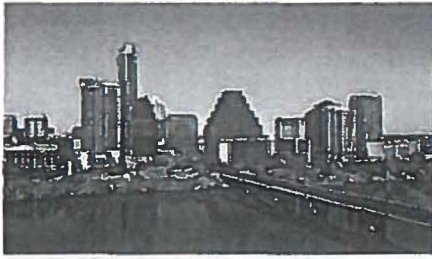
Fall 2020

- Second Austin delegation to Pakistan for Textile & Industry Tour
- ATX+PAK Fashion Forward Design conference (Official program closing activity)

Austin hosts the fourth largest fashion week in the United States and is home to a new of City of Austin funded supported fashion incubator and a growing boutique fashion industry that leverages technology to provide customized products and unique customer buying experiences. The City will work in partnership with Austin based Fashion X and other business and community partners in central Texas and Pakistan to accomplish the objectives outlined above with programming activities which include:

MODA X South Asia Tour (Tour is independently funded by Fashion X. U.S. Embassy grant dollars will not be allocated to and Moda X South Asia tour activities):

Moda X South Asia (<http://austin.fashionx.co/schedule/moda-x-south-asia/>) is a three-city runway show & lifestyle tour in Texas featuring three (3) designers from Pakistan: Erum Khan,



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Rana Noman, and Maryum Khizer, as designers well as the U.S., and celebrity designer Varun Bahl from India. Moda X South Asia is being produced and funded by Austin based fashion & lifestyle brand promotion company FASHION X, founded by CEO Matt Swinney.

MODA X South Asia is a direct outcome of the City of Austin's ATX+PAK Launch program. It will serve as a unique and dynamic kick off series of events highlighting the overall ATX+PAK advance fashion forward initiative. The purpose of the tour is to introduce contemporary South Asian designers and fashion to mainstream western consumers, laying the groundwork for helping Pakistani designers and brands to develop or expand their footprint international market footprint.

Tour Outline

October 3 or 4: Arrival to Houston

October 5: Maryam Khizer shows in Houston

October 6: Erum Khan, Rana Noman and Ayesha show in Houston

October 7: Trunk shows/pop-up shops for all designers in River Oaks District

October 9: City of Austin public ATX+PAK Advance kick-off event at City Hall

October 10: Moda X South Asia show in Austin

October 11: Trunk shows for all designers (site TBD)

October 13: Show in Dallas

October 14: Trunks shows for all designers at Ruby Bhandari's studio October 15: Travel back to Pakistan from Dallas

Curated industry meetings

Dallas: Tour & Meeting with Neiman Marcus executives

Austin: Tour & Meeting with Kendra Scott executives

Meeting with Aesthetic Ventures executive team.

Moda X South Asia will exponentially amplify the reach of the City's marketing message for the initiative from local to international by attracting significant media coverage with participation of Pakistani mega-star, Actor Fawad Khan in the Dallas showcase in connection with his fashion brand Silk by Fawad Khan.

ATX+PAK Marketplace: The City and Fashion X will work with local commercial partners in Austin to create a unique retail experience that, for the first time, will showcase fashion brands, textiles, artisan accessories and craft goods from Pakistan in Pop-Up concept stores located in Prime, high-traffic retail locations in downtown and/or central Austin. Each shop will be open for three weeks (15 business days) and operated with local support staff from the Austin area. The marketplace shops will take advantage of the already proven consumer demand in Central Texas for South Asian fashion options; a demand that is not met in the current market.



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ATX+PAK Marketplace will provide underserved South Asian fashion consumers in the greater Austin area a locally based temporary outlet to purchase Pakistani and South Asian fashion merchandise. The marketplace will provide a unique opportunity gather sales data on niche customers who desire an alternative to online only retailers and re-sellers offering Pakistan based fashion at double or triple the actual retail price, as well as cross-over mainstream consumers who seek international fashion alternatives.

The City will work to secure partnerships with major retail brands such as Rang Ja, Sana Safinaz, Bareeze, Khaadi which have a strong niche customer base and online presence in the United States, but few or no bricks & mortar locations in the United States. Marketplace will offer brands considering expansion a cost-effective way to gather valuable consumer data about one of the fastest growing markets in the U.S.

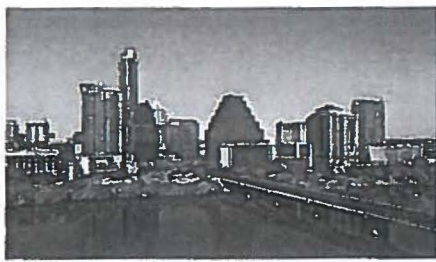
The City will also work with the Innovation District 92 and Institute of Art & Culture's Center for Community partnerships to select marketplace vendors from Artisan entrepreneurs from Multan, Bahawalpur, Dera Ghazi Khan District and other parts of South Punjab that have completed USAID funded skills for market training programs and are participating in local entrepreneurial craft collectives. The fashion forward initiative will provide a direct benefit to the people of the U.S. by creating short-term jobs with the staffing of the marketplace concept shops and the potential for broader-long-term economic developments goals and job growth in the U.S. and Pakistan should the initiative achieve its goal of having at least one major Pakistan based fashion brand open a physical retail location in the Austin metro-area. The success of the marketplace concept stores will be a key driver in boosting fashion industry focused commercial trade activity and partnerships between Central Texas and Pakistan.

Actual sales proceeds (less applicable state & local taxes) from the marketplace concept stores will go to the Pakistan business participants.

Textile & Trim Bazaars (Spring 2019 & Spring 2020) & International Textile Sourcing & Design Center (target establishment by Fall 2020):

The textile & trim bazaars and establishment of an International Sourcing & Design Center will have a direct impact on increasing import/export activity between Pakistan and Central Texas.

The primary objective is to create a pathway for the direct import of Pakistan fabric and fashion accessory into Central Texas via Austin. The imports will directly benefit the American people by supporting Austin's growing fashion industry by providing local designers access to high quality natural materials and trims at affordable price-points without the need to travel to other cities such as Houston, Dallas, Los Angeles, New York, and Chicago. Affordable local textile



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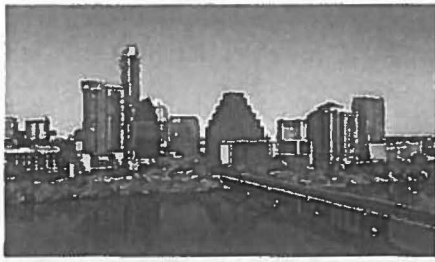
options will help Austin based fashion brands bring their lines to market faster, increasing their short and long term growth potential which in turn supports the local economy.

The City is working to forge relationships with textile companies in Pakistan to be the first partners in an Austin area international sourcing center that would serve as a regional hub for textile imports. For Pakistani textile companies with a global footprint the sourcing center would provide a unique opportunity to reach new customers in the U.S. while leveraging Austin's designation as a foreign trade zone as a cost-effective way to explore/expand distribution facilities in the U.S. The Bazaars would be scheduled as a dynamic networking opportunity for creative business cohort participants from Pakistan visiting Austin to explore local and regional partnerships and growth opportunities. Target Company screening and selection will be conducted in partnership with Innovation District 92, U.S. Embassy Islamabad (Public Affairs & U.S. Commercial Service), and U.S. Consulate Lahore.

Host an ATX+PAK Creative Design Conference (Fall 2020) in Pakistan that will bring together designers, textile manufacturers, and artisans from the U.S. and Pakistan for a week of panel discussions and professional development opportunities. Discussion will be focused on leveraging niche audience marketing to accelerate growth, product design and development, changing trends in consumption, supply chain technology & management, fashion industry targeted venture funding, and local, regional, and global market scalability. This will be the closeout event for ATX+PAK Advance creative programming.

Pakistan Creative Export Opportunity Tour: Two delegations of creative industry and business leaders from Austin will travel to Pakistan to explore collaboration, product sourcing, production, and export opportunities. Each delegation will include up to seven people, with each trip lasting a maximum of 14 days. The City will work with its programming partners in Pakistan to coordinate tours of Pakistan's textile production and import/export hubs. ATX+PAK program partners would work to schedule the first tour in connection with the ID92 innovation conference which would include delegate participation before key meetings and site visits at locations in Sialkot and Faisalabad. The second tour will be timed in connection with the creative design conference and will include visits to major industry facilities in Multan as well as artisan collectives in the Southern Punjab region such as Bahawalpur. Two delegations of up to seven textile & fashion industry business leaders will alternatively travel to the U.S. for up to 14 days to explore business expansion and partnership opportunities.

Delegate screening and selection will be conducted in partnership with Innovation District 92, U.S. Embassy Islamabad (Public Affairs & U.S. Commercial Service), U.S. Consulate Lahore, and the City of Austin Economic Development Department.



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Develop creative exchange partnerships with Austin's first fashion design startup incubator and organizations in Pakistan such as the Institute of Art and Culture, Pakistan Institute of Fashion Design, Superior University, and National Textile University to host Pakistani fashion entrepreneurs exploring U.S. market opportunities, master artisans/trainers from Southern Punjab skilled in intricate textile embellishment, stamping, etc. to conduct demo/training sessions for garment technicians/specialists in Austin, and textile designers and researchers open to exploring product testing & development partnerships with Austin based smart textile, apparel, and production companies such as Under Armor and Concept to Conception.

Partnerships

The City is excited to work with partners that will diversify the gender, geographic, and industry mix of entrepreneurs and creatives reached through the program.

The new Innovation District 92 (ID92) startup accelerator, launched by Superior group will ensure the best and brightest entrepreneurial talent from across Pakistan have an opportunity to participate in ATX+PAK Advance programming with focus on startups supporting the creative industries including music, media, fashion, and culture. It will also serve as the Pakistan home-base for the Global Market Access Program focused on helping high-performing startups scale abroad.

The partnership with ID92 also provides an unparalleled opportunity to share the progress, impact and creative content generated by the program with millions of people across Pakistan via the NEO-TV Network, Nai Baat Newspaper, and its FM Radio Station.

Fashion X, a participant in the ATX+PAK Lahore innovation tour 2017, will lead programming activities that will foster stronger fashion industry trade and collaboration between Texas and Pakistan, focused on designers, artisans, textile producers, garment makers and ecommerce startups. Fashion X hosts the 4th largest fashion week in the U.S. and is the premier producer of fashion and lifestyle showcases in Texas. Fashion X will use its extensive connections in the retail and boutique brand industries, including Neiman Marcus, to provide unique opportunities for Pakistani designers to enter mainstream consumer markets. Fashion X will also serve as a resource for Austin designers interested in garment production partnerships with Pakistan that will help them scale made-to-order product lines with resources that are currently unavailable locally but are a key component for long term growth.

Traditional & Social Media Strategy

Through its partnership with Innovation District 92, the ATX+PAK Advance team will develop programming content to air on Superior Group's mainstream media platforms: NEO-TV, Nai Baat Newspaper, and Radio station in Pakistan.

The ATX+PAK Advance team will leverage its programming partner relationships to earn coverage from other media outlets in Pakistan including GEO-TV, Express News, Express Tribune, ARY-TV, Dunya TV, and PTV. The media plan will also include outreach to the City of Austin's 200+ local, regional, and national media outlets to promote coverage of ATX+PAK events.

The team will also work with ATX+PAK Launch Alumni startups Patari and MangoBaaz to design special features on ATX+PAK activities and content to reach younger audiences not plugged into mainstream media.

Finally, the ATX+PAK Advance Team will implement a comprehensive social media strategy to promote ATX+PAK Launch events, activities, and program milestones to the 150,000+ followers on the City of Austin's social media platforms. The campaign will include:

- Live tweeting & FB live broadcasting from ATX+PAK events
- YouTube & Vimeo video diaries of the program participants

- Adobe spark videos & pages to showcase program video and photo highlights
- ATX+PAK blog sharing participant experiences.

The Advance team will also work in addition with program partners and PAO teams associated with U.S. Embassy Islamabad, U.S. Consulates Lahore, and Karachi to share ATX+PAK content with the millions of followers on their social media platforms.

Monitoring and Evaluation:

ATX+PAK Advance staff will develop program pre-participation skills assessments, program performance surveys, and participant exit interviews/post program progress surveys to accurately track and evaluate the program's performance in meeting the following target outcomes:

- Startups to receive advanced training to scale globally: 40
- Improved scaling up of business capacity: 25%
- Number of women directly participating in ATX+PAK Advance Programming: 30
- Number of startups successfully scaling into new markets: 6
- Number of new international investors funding startups in Pakistan: 3
- Number of creatives successfully completing entrepreneurship training: 10
- Number of new business or revenue generating creative partnerships: 10
- Increased knowledge of business, marketing, and product development (collected at baseline before training, post training, and then end of project) 50%
- Percentage of increased revenue of start-up & retail ventures: 25%

The Monitoring and Evaluation Matrix for projected ATX+PAK Advance program outcomes is provided as an addendum to this proposal.

Safety and Security

The ATX+PAK Advance security plan will include pre-trip safety briefings conducted by regional FBI representatives for all U.S. participants traveling to Pakistan. The program will also provide for secure transportation and well-trained security escorts for program participants at all times. Lodging will be booked at established hotels with robust security screening measures. Participants will also be provided with travel insurance that covers most medical needs as well provisions to arrange for the swift transport of participants back to the U.S. in the event of an emergency. The ATX+PAK team will also communicate in-country travel plans with U.S. State Department personnel. Program participants from Pakistan will receive safety and security briefings upon their arrival in Pakistan.

APPENDIX

A- PARTNER
SUPPORT LETTERS
B-KEY TEAM
RESUMES



Address: 44-L Gulberg III, Lahore, Pakistan, 54000
Phone: +92-(0)42-38104227
Email: corporate@id92.pk
Website: www.id92.pk

Sylnovia Holt-Rabb
Economic Development Department
City of Austin
Austin, Texas

Letter of Support

Dear Sylnovia,

Please accept this as a letter of support for ATX+PAK Launch Program Phase II; an exchange program for Pakistani entrepreneurs to expand their entrepreneurial horizon, train them and connect them with international mentors and investors as well as open opportunities for U.S. based entrepreneurs and business experts to explore potential collaborations in Pakistani market. This letter also serves as a verification of Innovation District 92's intention to partner with ATX+PAK in the planning and execution of the program.

Innovation District 92 (ID 92) is an innovation hub that facilitates change makers in playing a significant role in not only shaping their own entrepreneurial future but also creating a major impact in the economy of Pakistan. From designing of comprehensive entrepreneurship course curriculum incorporated in Universities, to incubating young aspiring entrepreneurs at ID 92, followed by an appearance of startup in IdeaCrora (Pakistan's premium startup reality show) to raise investment; ID 92 provides a complete entrepreneurial experience.

As the former manager of ATX+PAK Exchange Program and the co-founder of Innovation District 92, the ethos of running this innovation hub is to build an entrepreneurial community that promotes inclusivity and brings all stakeholders of the entrepreneurial ecosystem together.

Innovation District 92 extend its full support to the team of ATX+PAK Exchange Program concerning operations, logistics, marketing and any other department where our expertise maybe required. To ensure maximum outreach of the program, we shall be utilizing our media network that is closely associated with Innovation District 92. We have a dedicated TV Channel- NEO, Newspaper- Nai Baat and a Radio Channel 106.6 FM exclusively branded as 'The Voice of Entrepreneurs'.

Do not hesitate to contact us should you have any questions.

Regards,

Nabeel A. Qadeer
Founder, Innovation District 92
nabeel@id92.pk
+92-(0)321-8406191

INNOVATION
DISTRICT 92

FASHION X

January 19, 2018

Sylnovia Holt-Rabb
Interim Deputy Director
Economic Development Department
City of Austin

Sylnovia:

Fashion X Austin (Austin Fashion Week) is pleased to support the City of Austin's application for a U.S. Department of State grant to expand the ATX+PAK Launch entrepreneurship program. I'm looking forward to partnering with the City to design programming focused on strengthening the entrepreneurial capacity of and facilitating commercial opportunities for fashion designers and fashion related startups in the U.S. and Pakistan.

As you know, I participated in the ATX+PAK Launch second Austin delegation to Pakistan in November 2017. During my visit I found the opportunities for growth in both markets to be astounding and eye-opening. I met with three different prominent Pakistani fashion designers and visited one textiles warehouse. Each business was eager to work with us to expand operations into the U.S. market and we have continued those conversations diligently.

Upon my return from Pakistan I worked with Preston Stewart, workforce development consultant, and Alicia Dean, ATX+PAK Launch program founder to develop targeted objectives for fashion entrepreneurs participating in ATX+PAK phase two:

- Facilitate meetings between Major U.S. Retailers and Pakistani designers to scale Pakistani product lines in mainstream retail outlets and e-commerce sites
- Host a ATX+PAK Creative Design Conference in Austin that will bring together designers, textile manufacturers, artisans from Central Texas and Pakistan for a week of panel discussions and professional development opportunities focused on product design & development, merchandising, local, regional, and global market scalability, etc. The event would also include a series of pop-up shops featuring Pakistani designers in key high traffic retail areas of greater Austin as well as a textile exhibition & marketplace and high profile fashion show.
- Form a creative exchange partnership with Austin's first fashion design startup incubator to host Pakistani fashion entrepreneurs.

In closing, we appreciate the opportunity to work with the City of Austin to build collaborative opportunities for fashion entrepreneurs in Austin and Pakistan.

Sincerely,



Matt Swinney
CEO, Austin Fashion X
matt@fashionweekaustin.com

4410 Burnet Rd. Suite C; Austin, TX 78756 | fashionx.co

ALICIA R. DEAN

Marketing Consultant Storyteller
Global Entrepreneurship Facilitator

PHONE 619.665.1581
EMAIL aliciardean@gmail.com
LOCATION Austin, Texas

EDUCATION

Central Connecticut State University
Bachelor of Arts Degree | New Britain, CT

U.S. Department of State Professional Fellow
2013 U.S.-Pakistan Professional Partnership in
Journalism Program

LANGUAGES

English
Urdu
Pashto

SKILLS

Project
Management
Grant Writing
Team Management
Budget Solutions

EXPERIENCE

Go v e r n m e n t

**Marketing
Communications
Consultant**
City of Austin, Texas
April 2017-present

**Program Manager &
Founder**
City of Austin, Texas
ATX+PAK Entrepreneurship
Program
September 2015 to Present

**Senior Public Information
Specialist**
City of Austin, Texas
January 2014 to Present

Media

Assistant News Director
KXAN-TV, Austin, TX
July 2011-September 2013
FOX16 | KLRT-TV, Little Rock, AR
March 2006 - December 2006

**Executive Producer and
Military Reporter**
NBC San Diego | KNSD TV
March 2007 – July 2011

Interim News Director
FOX16 | KLRT-TV, Little Rock, AR
December 2006 - March 2007

Managing Editor
FOX 2 | WJBK-TV, Detroit, MI
June 2003 - July-2005
WNEM-TV, Saginaw, MI
June 2002 - June 2003

Nabeel Qadeer

Chief Innovation Officer The Superior Group,
Cofounder Innovation District 92 and Lead 'Idea
Croron Ka'

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Pakistan

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facebook.com/nabeelaq

WORK EXPERIENCE

Cofounder

Innovation District 92, The Superior Group

03/2018 – Present

Chief Innovation Officer

The Superior Group

03/2018 – Present

Lead Anchor and Content Producer

Idea Croron Ka, Neo TV Network

01/2017 – Present

Pakistan's Premier Startup Reality show

Director Entrepreneurship and Enterprise Development

Punjab Information Technology Board

04/2014 – 02/2018

Headed :

- Plan9(Pakistan's Pioneer Technology Incubator)
- PlanX (PITB's Technology Accelerator)
- TechHub Connect (Co-working space for freelancers)
- Herself (Entrepreneurship training program for economic empowerment of women)
- Whizkids (Skill development program for school children)
- Chief Minister's e-Rozgaar Program (Punjab centric training program for freelancers)

Visiting Faculty Entrepreneurship

Information Technology University

09/2015 – 12/2017

Visiting Faculty

FAST-NUCES

01/2013 – 12/2015

Cofounder

Technopsis

09/2009 – Present

Project Manager ERP

Shapes Pvt. Ltd.

SKILLS

ERP

Strategy

Change Management

Project Management

Entrepreneurship

CRM

IT Management

IT Operations

Risk Management

Public Speaking

Risk Management

Marketing

Integration

System Deployment

Business Development

Software Development

Business Intelligence

Process Engineering

Risk Management

EDUCATION

PMP, Project Management (Certified Project Manager)

Project Management Institute

2012

MBA, Business & Management

Strathclyde Business School

2011 – 2012

Bsc (Hons), Software Engineering

FAST-NUCES

2001 – 2005

DAVID KURTENBACH

Austin, TX 78739
779-537-5250
dk4120@gmail.com

Professional Summary

I am a military veteran with excellent written/verbal communication skills and over 10 years of professional experience working in leadership and managerial positions. I am very hardworking and capable of achieving organizational goals in government and private institutions. Proven ability to obtain results through creative thinking and self-direction within a dynamic unstructured environment.

Areas of Expertise and Qualifications

- TS/SCI security clearance
- Exceptional organizational/multitasking abilities
- Diligent with details
- Fluent in Arabic MSA (ILR 3/3)
- Quality Texas Foundation Examiner
- Dedicated work ethic
- Sound judgment and decision making skills
- Independent worker; minimal supervision

Work Experience

International Program Coordinator: 2017 – current

City of Austin Economic Development Department – Austin, TX

- Assists in developing and maintaining written guidelines and programming for international visitors and businesses interested in international work and development of business opportunities to promote economic growth.
- Provides assistance to appropriate organizations and individuals, under the direction of the International Program Manager, to assist them in hosting international delegations and other activities that foster economic development exchange.
- Serves as an events coordinator for international seminars, workshops, and presentations held in conjunction with the International Center of Austin.

Administrative Specialist: 2017 – 2017

City of Austin Building Services Department – Austin, TX

- Work side-by-side with work group managers and executive team in order to establish functional standard operating procedures and develop policy to be implemented for the department to improve work processes and increase productivity.
- Assess current work systems and collaborate with department leadership to refine work process of various teams within the department; administer document management system using online resources to increase information accessibility.
- Using independent judgment performs data analysis, problem solving and recommends policy and administrative improvements.

Cryptologic Language Analyst: 2009 – 2017

U.S. Army – Fort Gordon, GA

- Conducted open source research and translation of Arabic foreign documents for the National Security Agency/Central Security Service (NSA/CSS) in order to provide advanced data analysis and produce written reports.
- Lead quality controller (QC) for Arabic translations ensuring accuracy of information by proofreading, reviewing, and scrutinizing all translated reports prior to submission.
- Provided leadership by conducting monthly performance reviews of subordinates in one-on-one setting, regularly practiced conflict resolution, organized and conducted team training, and handled all disciplinary actions of multiple personnel.

Adjunct Professor/ Communication and Media Specialist: 2004 – 2009

Rock Valley Community College – Rockford, IL

- Designed curriculum and implemented teaching methods creating a positive learning environment.
- Demonstrated adaptability by preparing lectures, with little notice, on subject areas that needed extra attention.
- Personally took initiative to form relationships with local media organizations benefiting both students and local businesses with professional job recruitment/employment opportunities.
- Collaborated with fellow instructors, employees, and department chairman to improve performance and increase teamwork.

Education

- **Graduate Certificate of Public Administration, 2016:** Central Michigan University – Mt Pleasant, MI
- **Bachelors of Communication, 2012:** Fayetteville State University – Fayetteville, NC
- **Associates of Arabic Language, 2014:** Defense Language Institute – Monterey, CA

Mian Faizan Mahmood

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Contact No.: +92-(0)322-2988222

I have experience of working in private and nonprofit sector and have worked in incubators, academia, industry and top audit firms. I specialize in business, financial and management advisory services and I have worked with Govt. departments on various advisory assignments.

Educational Qualifications

Qualification	Major	Grades	Year
ICAEW (Institute of Chartered Accountants of England & Wales)	Accounting	Charter Pending	Expected 2018
Bachelors in Applied Accounting (Oxford Brookes University)	Accounting	Upper Second Class	2014
ACCA (Association of Chartered Certified Accountants)	Accounting	ACCA Member	2013
G.C.E A Levels (Lahore Grammar School)	Sciences	1 A, 2 Bs, 1 C	2010
G.C.E O Levels (Beaconhouse school system)	Sciences	7 As, 3 Bs	2008

Professional Experience

Innovation District 92

Employed since: 1-Mar-2018 till date

Part of the founding team of startup incubator called "Innovation District 92". Engaged as the Head of Partnership with following role:

1. Responsible for establishing international and national partnership
2. Partnering with incubators across the country to establish a more inclusive approach
3. Designing the incubation curriculum
4. Facilitating the connections of startups with industry

Plan9 (Pakistan's pioneer and largest tech incubator)- A project of Punjab Information Technology board (PITB), Government of Punjab

Employed since: 1-Jan-2015 till February-2018

Currently employed at Plan9-PITB as "Program Manager" performing the following tasks:

1. Managing the Plan9 team and overseeing all the operations of the incubator including but not limited to marketing, strategy, business development, collaboration with industry, budgets and project charters
2. Designed the curriculum, workshops and trainings for Plan9 incubator
3. Initiated "Network Partner Program" at Plan9 through which I assisted several universities across Pakistan to establish incubators within universities
4. Focusing on building international collaborations like Startup Istanbul, Get in the Ring, GEW etc.
5. Secured and managing grants from US state department, DFID and Australian High commission
6. Worked on a key project of PITB of forming Pakistan's first govt. backed Venture Capital fund (Worth \$ 3 million) which is inspired from models operating in Israel and United States

ATX+PAK Launch Program

Employed since: 1-Oct-2015 till November -2018

Was engaged as "Assistant Program Manager" and performed the following tasks:


- 
1. Assisted in securing a grant worth \$ 500,000 from US State department to run a 2-year program called "ATX+PAK Launch Program"
2. Worked closely with City of Austin and US consulate Lahore in the capacity of "Prime Manager" to run a fully funded 3-weeks exchange program after every six months for Pakistan entrepreneurs.
3. Facilitated 4 startup cohorts to Austin and 2 delegations from Austin to Pakistan
4. Managed the reporting, monitoring and evaluation of the grant awarded to Plan9
5. Represented Pakistan as a speaker on South by Southwest
6. Facilitated the MoU between Austin and Lahore as "Science Cities"

Exhibit F



**THE U.S. DEPARTMENT OF STATE
STANDARD TERMS AND CONDITIONS
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Effective December 28, 2015

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I. Introduction

The non-Federal entity and any sub-non-Federal entity must, in addition to the assurances and certifications made as part of the award, comply with all applicable terms and conditions during the project period.

II. Order of Precedence

In the event of any inconsistency between provisions of the award, the inconsistency will be resolved by giving precedence in the following order:

- A. Applicable laws and statutes of the United States, including any specific legislative provisions mandated in the statutory authority for the award.
- B. Code of Federal Regulations (CFR)
- C. Award Specifics
- D. Standard Terms and Conditions
- E. Other documents and attachments

III. Controlling Language

In accordance with 2 CFR 200.111, it is the Department of State's policy that all award documents must be in the English language and in terms of U.S. dollars, including correspondence and supporting documents. If an award or any supporting documents are provided in both English and a foreign language, it must be stated in each version that the English language version is the controlling version.

IV. Department of State (DOS) Responsibilities

DOS has overall responsibility for Department-funded awards, including providing oversight for technical, programmatic, financial and administrative performance.

Agency Award Administrator - Grants Officer (GO)

The GO is responsible for all actions on behalf of the DOS, including entering into, changing, or terminating an award. The GO is authorized by a warrant issued by the Procurement Executive in the Office of the Procurement Executive. In addition, the GO is responsible for administrative coordination and liaison with the non-Federal entity.

The GO is the only person authorized to approve changes in any of the requirements in the award. In the event the non-Federal entity effects any change at the direction of any person other than the GO, the change(s) will be considered to have been made without authority and no adjustment will be made in the amount of the award to cover any increase in costs incurred as a result thereof.

Agency Program Contact - Grants Officer Representative (GOR)

In accordance with DOS standard policy, the GO is responsible for all aspects of the award, but may designate technically qualified personnel to join in the administration of grants. The GOR is delegated by the GO and responsible for the programmatic,

technical, and/or scientific aspects of the award. Non-Federal entities should direct any correspondence related to programmatic and budgetary issues to both the GO and GOR.

V. Federal Awardee Performance and Integrity Information System (FAPIIS)

If the total value of your currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then you as the non-Federal entity recipient during that period of time must maintain the currency of information reported to the System for Award Management (SAM) that is made available in the designated integrity and performance system (currently the Federal Awardee Performance and Integrity Information System (FAPIIS)) about civil, criminal, or administrative proceedings described in paragraph 2 of this award term and condition. This is a statutory requirement under section 872 of Public Law 110-417, as amended (41 U.S.C. 2313).

VI. Non-Federal Entity Responsibilities and Compliance with Federal Requirements

The non-Federal entity is responsible for notifying DOS of any significant problems relating to the administrative, programmatic or financial aspects of the award.

The non-Federal entity has full responsibility for the management of the project or activity supported under the award and for adherence to Federal regulations and the award terms and conditions. Although the non-Federal entity is encouraged to seek the advice and opinion of the GO and/or the GOR on special problems that may arise, such advice does not diminish the non-Federal entity's responsibility for making prudent and sound administrative judgments under the circumstances prevailing at the time the decision was made and should not imply that the responsibility for operating decisions has shifted to DOS.

Non-Federal entity Key Personnel:

Within thirty (30) days after the date of execution of the award, the non-Federal entity must furnish names, titles, and brief biographical sketches (if these have not been previously furnished), including information on the education and experience of key personnel in charge of the award project and other key professional and supervisory personnel; i.e., the members of the professional staff in a program supervisory position engaged for or assigned to duties under the award to the Grants Officer. The non-Federal entity must also provide similar information for Executive officer personnel that may subsequently be assigned by the non-Federal entity to perform duties in connection with the award. Any changes, prolonged absences, or significant adjustments of total time devoted to the award project of any listed personnel should be brought to the attention of the GO and requires prior written approval.

Sub-Non-Federal entity Flow Down Requirement:

In accordance with 2 CFR 330, terms and conditions flow down to all non-Federal entity subrecipients and contractors, and must be appropriately addressed in the performing organization's sub-award instrument. All cost reimbursement sub-awards (sub-grants, subcontracts, etc.) are subject to those Federal cost principles applicable to the particular organization concerned.

Administrative and Allowable Cost Requirements:

All non-Federal entities shall comply with the following terms and conditions unless otherwise specified in the award

Certain applicable Federal administrative standards are incorporated by reference. Appropriate officials are made aware that electronic copies containing the complete text of the circulars are available on the Government Printing office www.ecfr.gov website and specifically at: http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

In addition, all 2 CFR references are available on the Department of State's website at: <https://statebuy.state.gov>.

The principal investigator(s) or project director(s) shall receive a copy of the terms and conditions, including the award -specific requirements, and any subsequent changes in the terms and conditions.

The appropriate non-Federal entity officials shall be made aware of the terms and conditions made available by DOS in electronic form at <https://www.statebuy.state.gov/fa/Pages/TermsandConditions.aspx>. These term and conditions may be duplicated, copied or otherwise reproduced as appropriate.

This provision does not alter the non-Federal entity's full responsibility for conduct of the project and compliance with all terms and conditions.

VII. Mandatory Disclosure

Consistent with 2 CFR 200.113, the non-federal entity must disclose, in a timely manner, in writing to the Office of the Inspector General (OIG) for the Department of State, with a copy to the cognizant Grants Officer, all violations of Federal criminal law involving fraud, bribery, or illegal gratuities potentially affecting the Federal award.

Subrecipients must disclose, in a timely manner, in writing to the OIG and to the prime recipient (pass-through entity) all violations of Federal criminal law involving fraud, bribery, or illegal gratuities potentially affecting the Federal award. Failure to make required disclosures can result in any of the remedies described in 2 CFR 200.338 "Remedies for Noncompliance", including suspension or debarment.

Forward disclosures to:

U.S. Department of State
Office of Inspector General
P.O. Box 9778
Arlington, VA 22219
Phone: 1-800-409-9926 or 202-647-3320
Website: <https://oig.state.gov/hotline>

VIII. Confidentiality of Information

Confidential information, as used in this Provision, means:

- Information or data of a personal nature about an individual that, if released, would constitute a clearly unwarranted invasion of personal privacy.

In addition to the types of confidential information described above, information which might require special consideration with regard to the timing of its disclosure may derive from studies or research, during which public disclosure of preliminary invalidated findings could create erroneous conclusions, which might threaten public health or safety if acted upon.

The Grants Officer and the non-Federal entity may, by mutual consent, identify elsewhere in this award specific information and/or categories of information which the Government will furnish to the non-Federal entity or that the non-Federal entity is expected to generate which is confidential. Similarly, the Grants Officer and the non-Federal entity may, by mutual consent, identify such confidential information from time to time during the performance of the agreement.

If it is established that information to be utilized under this award is subject to the Privacy Act, the non-Federal entity will follow the rules and procedures of disclosure set forth in the Privacy Act of 1974, and implementing regulations and policies, with respect to systems of records determined to be subject to the Privacy Act.

Written advance notice of at least 45 calendar days will be provided to the Grants Officer of the non-Federal entity's intent to release findings of studies or research, which have the possibility of adverse effects on the public or the Federal agency, as described above. If the Grants Officer does not pose any objections in writing within the 45-calendar day period, the non-Federal entity may proceed with disclosure.

Whenever the non-Federal entity is uncertain with regard to the proper handling of material under the Federal award, or if the material in question is subject to the Privacy Act or is confidential information subject to this Provision, the non-Federal entity shall obtain a written determination from the Grants Officer prior to any release, disclosure, dissemination, or publication.

IX. Conflict of Interest and Federal Assistance Awards

The non-Federal entity must maintain written standards of conduct covering conflicts of interest and governing the performance of its employees engaged in the selection, award and administration of sub-awards and sub-contracts. No employee, officer, or agent may participate in the selection, award, or administration of a sub-award or subcontract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from another non-federal entity considered for a sub-award or subcontract. The officers, employees, and agents of the non-Federal entity must neither solicit nor accept gratuities, favors, or anything of monetary value from sub non-Federal entities, subcontractors, or parties to sub-awards and subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.

If the non-Federal entity has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, the non-Federal entity must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest are those where, because of relationships with a parent company, affiliate, or subsidiary organization, the non-Federal entity is unable or appears to be unable to be impartial in conducting an award or procurement action involving a related organization.

The non-Federal entity must disclose in writing any potential conflict of interest to the Federal awarding agency or pass-through entity. If the effects of the potential or actual conflict of interest cannot be avoided, neutralized, or mitigated before award, the employee, officer or agent must recuse themselves from participating in the award. Where there is an organizational conflict, the prospective non-Federal entity is not eligible for the award.

If a potential or actual conflict of interest is identified after award and the effects cannot be avoided, neutralized or mitigated, the Federal awarding agency will terminate the award unless continued performance is determined to be in the best interest of the Federal government.

X. Liability

The non-Federal entity shall hold and save the Government, its officers, agents and employees harmless from all liability of any nature or kind, including costs and expenses, for or on account of any or all suits for damage sustained by any person or persons or property by virtue of performance of this award.

Notification of Award for Similar Program

The non-Federal entity must immediately provide written notification to the Grants Officer Representative and the Grants Officer in the event that, subsequent to an award, other Federal financial assistance is received relative to that particular project award.

Protocol and Decorum

During the term of an award, the non-Federal entity will be associated with the Government in such a manner that the non-Federal entity's actions will reflect upon the Government and the United States. Therefore, the non-Federal entity will be held accountable for appropriate protocol and decorum during the award period of performance.

XI. Financial Management System (FMS) Requirements

Non-Federal entities must adhere to the Code of Federal Regulations (2 CFR 200 Subpart D) standards for financial management systems and methods for making payments, and rules for satisfying cost sharing and matching requirements, accounting for program income, budget revision approvals, making audits, determining allowability of costs, and establishing funds availability.

XII. Payments

Payment methods shall minimize the time elapsing between the transfer of funds from the U.S. Treasury and the issuance or redemption of checks, warrants, or payment by other means by the non-Federal entities. Payment methods of State agencies or instrumentalities shall be consistent with Treasury-State Cash Management Improvement Act (CMIA) agreements or default procedures codified at 31 CFR Part 205. Approval of payment requests will be based on the Recipient's progress towards achieving the award objectives, the amount of unexpended cash on-hand as reported in the SF-425 and SF-270, and the Recipient's adherence to the terms and conditions of the award, particularly in terms of timely submission of required financial, program and other reports. Delinquency in submitting reports may result in payment delays.

Advances.

Non-Federal entities may be paid in advance, provided they maintain or demonstrate the willingness to maintain:

1. Written procedures that minimize the time elapsing between the transfer of funds and disbursement by the non-Federal entity, and
2. Financial management systems that meet the standards for fund control and accountability as established in 2 CFR Parts 200 and 600

Requirements and Procedures.

Whenever possible, advances shall be consolidated to cover anticipated cash needs for all awards made by the Department of State to the non-Federal entity.

In order of preference, advance payment mechanisms include:

1. Electronic funds transfer (EFT) via the Department of Health & Human Services (HHS) Payment Management System (PMS);
2. Department of State-issued electronic funds transfers (EFT); and
3. Treasury check.

The Department must authorize payment by a means other than through PMS.

Forms.

Unless otherwise specified in these Terms and Conditions, only the following forms shall be authorized for the non-Federal entities in requesting advances and reimbursements.

The Department shall not require more than an original and two copies.

1. SF-270, Request for Advance or Reimbursement. Requests for Treasury check advance payment shall be submitted on SF-270, —Request for Advance or Reimbursement, or other forms as may be authorized by OMB. This form is not to be used when Treasury check advance payments are made to the non-Federal entity automatically through the use of a predetermined payment schedule or if precluded by special Department of State instructions for electronic funds transfer.
2. Payments under the award will be made through the U.S. Department of Health and Human Services Payment Management System (PMS-SMARTLINK). PMS-SMARTLINK can also be accessed at the following address:
<http://www.dpm.psc.gov>.

If the non-Federal entity needs further assistance, they are to contact the GO identified on form DS-1909. Non-Federal entities should request funds based on immediate disbursement requirements and disburse funds as soon as possible to minimize the Federal cash on hand in accordance with the policies established by the U.S. Treasury Department and mandated by OMB.

XIII. Prior Approval Requirements

For non-construction Federal awards, non-Federal entities must request prior approvals from Federal awarding agencies for one or more of the following program or budget-related reasons:

(a) The disengagement from the project for more than three months, or a 25 percent reduction in time devoted to the project, by the approved project director or principal investigator. (b) The inclusion, unless waived by the Federal awarding agency, of costs that require prior approval. (c) The transfer of funds budgeted for participant support costs as defined in §200.75 "Participant support costs" to other categories of expense. (d) Unless described in the application and funded in the approved Federal awards, the sub-awarding, transferring or contracting out of any work under a Federal award. This provision does not apply to the acquisition of supplies, material, equipment or general support services. (e) Changes in the approved cost-sharing or matching provided by the non-Federal entity. No other prior approval requirements for specific items may be imposed unless an exception has been approved by OMB. (f) Rebudgeting more than 10% of the total approved award between direct cost categories.

XIV. Period of Availability of Funds

The project period of the award is indicated on the award cover sheet (Form DS-1909).

The non-Federal entity may charge to the award only allowable costs resulting from obligations incurred during the project period. However, the funds shall be available—barring cancellation of the relevant appropriation—for closeout activities that occur after

the project period, and the non-Federal entity shall liquidate all obligations incurred under the award no later than 90 days after the project period.

XV. Indirect Costs

Indirect costs will not be allowable charges against this award unless specifically included as a line item in the approved budget for this award.

Indirect cost recovery for any actual indirect costs incurred by the non-Federal entity which are greater than the indirect cost line item in the approved award budget is limited up to the award amount.

A non-profit organization which has not previously established an indirect cost rate with a Federal agency, that believes the DOS should be its cognizant agency, shall submit its initial indirect cost proposal immediately after the organization is advised that an award will be made and, in no event, later than three months after the effective date of the award. For all NICRA and indirect rate inquiries please contact AQM-NICRA@state.gov.

If a dispute arises in a negotiation of an indirect cost rate between DOS and the non-Federal entity, the dispute shall be resolved in accordance with the appeals procedures of the Department of State, Office of Acquisition Management (A/LM/AQM).

XVI. Publication for Professional Audiences

Any publications or articles resulting from the award must acknowledge the support of the Department of State and include a disclaimer of official endorsement as follows: "This [article] was funded [in part] by a grant from the United States Department of State. The opinions, findings and conclusions stated herein are those of the author[s] and do not necessarily reflect those of the United States Department of State". The non-Federal entity must ensure that this disclaimer be included on all brochures, flyers, posters, billboards, or other graphic artwork that are produced under the terms of the award.

XVII. Branding and Marking Strategy

The Recipient shall recognize the United States Government's funding for activities specified under this award at the project site with a graphic of the U.S. flag accompanied by one of the following two phrases based on the level of funding for the award:

- 1) Fully funded by the award: 'Gift of the United States Government'
- 2) Partially funded by the award: 'Funding provided by the United States Government'

Exemptions from this requirement may be allowable but must be agreed to in writing by the Grants Officer.

All programs, projects, assistance, activities, and public communications to foreign audiences, partially or fully funded by the Department, should be marked appropriately

overseas with the standard U.S. flag in a size and prominence equal to (or greater than) any other logo or identity. The requirement does not apply to the Recipient's own corporate communications or in the United States.

The Recipient should ensure that all publicity and promotional materials underscore the sponsorship by or partnership with the U.S. Government or the U.S. Embassy. The Recipient may continue to use existing logos or program materials; however, a standard rectangular U.S. flag must be used in conjunction with such logos.

The U.S. flag may replace or be used in conjunction with the Department of State seal, the U.S. embassy seal, or other DOS program logos.

Sub non-Federal entities and subsequent tier sub-award agreements are subject to the marking requirements and the non-Federal entity shall include a provision in the sub non-Federal entity agreement indicating that the standard, rectangular U.S. flag is a requirement.

In the event the non-Federal entity does not comply with the marking requirements as established in the approved assistance agreement, the Grants Officer Representative and the Grants Officer must initiate corrective action with the Non-Federal entity.

XVIII. Travel

All Federal Government-financed international air transportation must be accomplished by U.S. Flag air carriers or U.S. code sharing to the extent that service by those carriers is available. These circumstances are outlined below:

1. The United States – European Open Skies Air Transport Agreement ([U.S.-E.U. Open Skies Agreement](#)) is a bilateral/multilateral agreement that allows federal funded transportation services to use foreign air carriers under specific circumstances. Due to recent modifications to the U.S. – E.U. Open Skies Agreement, the Department's travel policy has been amended.
2. The modified agreement allows travelers to:
 - a. Use EU carriers if the travelers are not eligible to use City Pair Fares. Examples would be non-Federal entities and sub non-Federal entities of Federal Awards traveling between points not reflected in the approved Federal Award budget.
 - b. Use EU carriers between points in the United States and points OUTSIDE of the EU when there is no City Pair Fare on the route or the traveler is not eligible to use the fare. In essence, this allows travelers to compare costs and select between an EU and U.S. flag carrier when the flight originates, arrives in, or stops in any of the EU countries.
 - c. For additional information regarding these issues, we invite the non-federal entity to review the frequently asked questions posted on our A/LM website at http://almopsttm.a.state.gov/EU_OPEN_SKIES_AMENDMENT_FAQ.asp or contact "TransportationQuery@state.gov."

For information on other "open skies" agreements into which the United States has entered, please refer to GSA's website at <http://www.gsa.gov/portal/content/103191>.

Refer to the electronic Code of Federal Regulations as codified published in Title 41 CFR 301.10, "Public Contracts and Property Management, Transportation Expenses" to obtain entire Fly America Act regulatory guidance on following website address:
www.gpoaccess.gov/cfr/index.html

XIX. Prohibition Against Assignment

Notwithstanding any other provision of an award, the non-Federal entity must not transfer, pledge, mortgage, or otherwise assign the award, or any interest therein, or any claim arising thereunder, to any party or parties, bank trust companies, or other financing or financial institutions.

XX. Monitoring and Reporting Requirements

Monitoring

The non-Federal entity is responsible for oversight of the operations of the Federal award supported activities. The non-Federal entity must monitor its activities under Federal awards to assure compliance with applicable Federal requirements and performance expectations are being achieved. Monitoring by the non-Federal entity must cover each program, function or activity. Per Section 2 CFR 200.328 http://www.ecfr.gov/cgi-bin/text-idx?node=2:1.1.2.2.1#se2.1.200_1328.

Annual Reconciliation of Continuing Assistance Awards. DOS must reconcile multi-year awards at least annually and evaluate program performance and financial reports. Items to be reviewed include a comparison of the non-Federal entity's work performance to its progress reports and project expenditures. See Section 7 of the U.S. Department of State Award Specific Provisions for details regarding reporting and monitoring.

Federal Funding Accountability and Transparency Act (FFATA) Reporting Procedures
Awards that are deemed 'sensitive' and therefore do not require FFATA reporting will be designated by a provision in Section 7 of the U.S. Department of State Award Specific provisions stating that this award is not subject to the Federal Funding Accountability and Transparency Act (FFATA) sub-award reporting requirements as outlined in the Office of Management and Budgets (OMB) guidance issued August 27, 2010.

Reporting of first-tier sub awards.

1. **Applicability.** Unless the non-Federal entity is exempt as provided under exemptions of this award term, the non-Federal entity must report each action that obligates \$25,000 or more in Federal funds that does not include Recovery funds (as defined in section 1512(a)(2) of the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5) for a sub award to an entity (see definitions of this award term).
2. **Where and when to report.**
 - i. You must report each obligating action described in paragraph a.1. of this award term to <http://www.fsrs.gov>.

- ii. For sub award information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010.)
- 3. What to report. The non-Federal entity must report the information about each obligating action that the submission instructions posted at <http://www.fsrs.gov> specify.

Reporting Total Compensation of Non-Federal entity Executives.

- 1. Applicability and what to report. the non-Federal entity must report total compensation for each of the five most highly compensated executives for the preceding completed fiscal year, if -
 - i. the total Federal funding authorized to date under this award is \$25,000 or more;
 - ii. in the preceding fiscal year, the non-Federal entity received—
 - (A) 80 percent or more of the annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and sub awards); and
 - (B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and sub awards); and
 - (C) The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/excomp.htm>.)
- 2. Where and when to report. The non-Federal entity must report executive total compensation described in paragraph 1. of this award term:
 - i. As part of your registration profile at <http://www.sam.gov>.
 - ii. By the end of the month following the month in which this award is made, and annually thereafter.

Reporting of Total Compensation of Sub non-Federal entity Executives.

- 1. Applicability and what to report. Unless the non-Federal entity is exempt as provided in exemptions of this award term, for each first-tier sub non-Federal entity under this award, the non-Federal entity shall report the names and total compensation of each of the sub non-Federal entity's five most highly compensated executives for the sub non-Federal entity's preceding completed fiscal year, if—
 - i. in the sub non-Federal entity's preceding fiscal year, the sub non-Federal entity received—
 - A. 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and sub awards); and

- B. \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and sub awards); and
- C. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)
2. Where and when to report. The non-Federal entity must report sub non-Federal entity executive total compensation described in paragraph 1. of this award term:
- To the non-Federal entity.
 - By the end of the month following the month during which the sub award is made. For example, if a sub award is obligated on any date during the month of October of a given year (i.e., between October 1 and 31), the non-Federal entity must report any required compensation information of the sub non-Federal entity by November 30 of that year.

Exemptions

If, in the previous tax year, gross income, from all sources, was under \$300,000, the non-Federal entity are exempt from the requirements to report: Sub awards; and the total compensation of the five most highly compensated executives of any sub non-Federal entity.

Definitions.

For purposes of this award term:

- Entity means all of the following, as defined in 2 CFR part 25:
 - A Governmental organization, which is a State, local government, or Indian tribe;
 - A foreign public entity;
 - A domestic or foreign nonprofit organization;
 - A domestic or foreign for-profit organization;
 - A Federal agency, but only as a sub non-Federal entity under an award or sub award to a non-Federal entity.
- Executive means officers, managing partners, or any other employees in management positions.
- Sub award:
 - This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the non-Federal entity award to an eligible sub non-Federal entity.
 - The term does not include your procurement of property and services needed to carry out the project or program.
 - A sub award may be provided through any legal agreement, including an agreement that you or a sub non-Federal entity considers a contract.
- Sub non-Federal entity means an entity that:
 - Receives a sub-award from you (the non-Federal entity) under this award; and
 - Is accountable to you for the use of the Federal funds provided by the sub award.

5. Total compensation means the cash and noncash dollar value earned by the executive during the non-Federal entity's or sub non-Federal entity's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):
- i. Salary and bonus.
 - ii. Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R). Shared Based Payments.
 - iii. Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
 - iv. Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.
 - v. Above-market earnings on deferred compensation which is not tax-qualified.
 - vi. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

XXI. Post-Award Requirements for Closeout

Closeout procedures require:

1. submission by the grant non-Federal entity of final financial and program reports within ninety (90) calendar days after the project period end date;
2. reconciliation of all cost or expenditure discrepancies;
3. prompt payment of allowable costs;
4. immediate collection of any unexpended funds or disallowed costs;
5. de-obligation of excess funds; and
6. disposition of property and/or equipment acquired under the award.

The non-Federal entity must make every effort to obtain its Final Indirect Rate from its cognizant agency. The settlement for any upward or downward adjustment to the Federal share of costs for provisional NICRA rates are based on the non-Federal entity's submission of its Final SF-425 and, for rate increases, the availability of funds remaining in the award obligation. Unrecovered indirect costs may be considered cost share or matching with prior approval of the Grants Officer. Note that the non-Federal entity must be able to substantiate any cost share.

If the non-Federal entity organization does not have its Final Indirect Rate within 12 months after the end of the project period end date, the Grants Officer shall proceed with close-out after which all funds remaining in the obligation shall be de-obligated.

XXII. Retention and Access Requirements for Records

The non-Federal entity must maintain financial records, supporting documents, statistical records, and all other records pertinent to an award for a period of three years from the date of submission of the final expenditure report. Exceptions to the three-year rule are referenced in 2 CFR 200.333. For awards that are renewed quarterly or annually, the retention period is from the date of the submission of the quarterly or annual financial report as authorized by the Department. The Department must request transfer of certain records to its custody from non-Federal entities when it determines that the records possess long-term retention value. However, in order to avoid duplicate recordkeeping, DOS may arrange for non-Federal entities to retain any records that are continuously needed for joint use.

Timely and Unrestricted Access. DOS authorized officials, the Inspector General, Comptroller General, or any of their duly authorized representatives have the right of timely and unrestricted access to any books, documents, papers, or other records of non-Federal entities that are pertinent to the award, in order to make audits, examinations, excerpts, transcripts, and copies of such documents. This right also includes timely and reasonable access to a non-Federal entity's personnel for the purpose of interview and discussion related to such documents. The rights of access in this paragraph are not limited to the required retention period, but must last as long as records are retained.

XXIII. Audits

For all DOS awards to a U.S. based non-federal entity, regardless of business type, the non-Federal entities are subject to the audit requirements found in 2 CFR Part 200 Subpart F. In addition, the non-Federal entities are subject to the audit requirements found in the Single Audit Act of 1984, 31 U.S.C. 7501-7507.

Non-Federal entities that expend \$750,000 or more in a year in Federal awards must have a single or program-specific audit conducted for that year in accordance with the revised circular.

The Inspector General or any of his or her duly authorized representatives shall have access to any pertinent books, documents, papers and records of the non-Federal entity. Information accessible to the Inspector General includes written, printed, recorded, produced, or reproduced by any mechanical, magnetic, or other process or medium. DOS reserves the right to make audits, inspections, excerpts, transcriptions or other examinations as authorized by law of the non-Federal entities' documents and facilities.

The data collection form and the reporting package shall be submitted electronically to the Federal Audit Clearinghouse (<https://harvester.census.gov/sac>).

DOS and its authorized representatives have the legally enforceable right to examine, audit, and copy, at any reasonable time, all records in DOS possession pertaining to the award.

Audits of Foreign Non-Federal entity Organizations

All Foreign organizations that expend \$750,000 or more in a fiscal year in Federal awards must perform an independent, non-Federal entity-contracted Single Audit or Program Specific Audit.

Program-specific Audit – means an audit of one Federal award program. Single Audit – means an audit which includes both the entity's financial statements and the Federal Awards to be conducted in accordance with Generally Accepted Government Auditing Standards (GAGAS).

The audits must be independently and professionally executed in accordance with GAGAS either prescribed by a government's Supreme Audit Institution with auditing standards approved by the Comptroller General of the United States, or in accordance with the host country's laws or adopted by the host country's public accountants or associations of public accountants, together with generally accepted international auditing standards. However, foreign entity audits consistent with International Standards for Auditing or other auditing standards are acceptable with the Grants Officer's approval.

For sub-non-Federal entities expending \$750,000 or more in Department of State award funding during their fiscal year, Department of State standard audit provisions require that Prime non-Federal entities certify that audits of sub-non-Federal entities are performed annually and according to the standards described above.

The cost of audits may be charged either as an allowable direct cost to the award, or included in the organizations established indirect costs in the award's detailed budget.

XXIV. Debarment and Suspension

Debarment and suspension are discretionary actions that, taken in accordance with this subpart, are appropriate means to effectuate this policy.

1. The serious nature of debarment and suspension requires that these sanctions be imposed only in the public interest for the Government's protection and not for purposes of punishment. Agencies shall impose debarment or suspension to protect the Government's interest and only for the causes and in accordance with the procedures set forth in 2 CFR Part 180 subparts A Through I and 2 CFR Part 601.
2. When more than one agency has an interest in the debarment or suspension of a non-Federal entity, the Interagency Committee on Debarment and Suspension, established under Executive Order 12549, and authorized by Section 873 of the National Defense Authorization Act, 2009 (P. L. 110-417), shall resolve the lead agency issue and coordinate such resolution among all interested agencies prior to the initiation of any suspension, debarment, or related administrative action by any agency.

The non-Federal entity certifies to the best of its knowledge and belief that it and its principals:

1. Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
2. Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated; and
4. Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.

Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective primary participant shall attach an explanation to this award.

XXV. Termination

Awards may be terminated in whole or in part if any of the circumstances stated below apply:

National Security or Foreign Policy Interests

By DOS, if at any time DOS determines that continuation of all or part of the funding for a program should be suspended or terminated because such assistance is not consistent with the national security or foreign policy interests of the United States, or would be in violation of an applicable law. In such cases, DOS may, following notice to the non-Federal entity, suspend or terminate the award in whole or in part and prohibit the non-Federal entity from incurring additional obligations chargeable to the award other than those costs specified in the notice of suspension.

By Mutual Agreement

When DOS wishes to terminate a project, the GO will issue, in writing, a termination notice to the non-Federal entity's authorized representative with a copy to the project manager and the GOR. The non-Federal entities may terminate their performance of a project in whole or in part. When both parties agree that continuation of the project would not produce results commensurate with further expenditure of funds or for any other reason, the award may be terminated by mutual consent. The non-Federal entities may terminate the project after the authorized representative advises the GO in writing; and concurrently sends a copy to the GOR. Within 30 days after receipt of a request by either party for termination by mutual agreement, the other party will provide an

appropriate written response. The two parties must agree upon the termination conditions, including the effective date, and, in the case of partial termination, the portion to be terminated. The non-Federal entity must not incur new obligations for the terminated portion after the effective date and must cancel as many outstanding obligations as possible. DOS will allow full credit to the non-Federal entities for the Federal Share of the obligations that cannot be cancelled properly incurred by the non-Federal entities prior to termination.

For Cause

DOS reserves the right to terminate the award in whole or in part at any time before the project period end date, whenever it is determined that the non-Federal entities have failed to comply with the conditions of the award. However, if DOS determines in the case of partial termination that the reduced or modified portion of the award will not accomplish the purposes for which the award was made, it may terminate the award in its entirety.

DOS must promptly notify the non-Federal entities in writing of the determination and reasons for the termination, together with the effective date. Payments made to non-Federal entities or recoveries by DOS awards terminated for cause must be in accordance with the legal rights and liabilities of the parties.

XXVI. Certification Regarding Lobbying

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 2 CFR Part 418, for persons entering into a grant or cooperative agreement over \$100,000, the applicant certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal Cooperative Agreement, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all non-Federal entities shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this

certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, United States Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

XXVII. Section 504 of the Rehabilitation Act

Section 504 of the Rehabilitation Act provides that no otherwise qualified individual with a disability in the United States, shall, solely by reason of his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance. A non-Federal entity of federal financial assistance must provide programs and services in a manner that does not discriminate based on disability and ensures equal access and opportunity for people with disabilities.

For the purpose of Section 504, the term individual with a disability means any person who (a) has a physical or mental impairment which substantially limits one or more of such person's major life activities, (b) has a record of such impairment, or (c) is regarded as having such impairment.

XXVIII. Awards to Faith-Based and Community Organizations

The non-Federal entity may not discriminate against any beneficiary or prospective beneficiary under this award on the basis of religion or belief:

Accordingly, in providing services supported in whole or in part by this agreement or in its outreach activities related to such services, the non-Federal entity may not discriminate against current or prospective program beneficiaries on the basis of religion, a religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice.

Unless specifically authorized by the Department of State, non-Federal entities that engages in explicitly religious activities, including activities that involve overt religious content such as *worship, religious instruction, and proselytization*, must perform such activities and offer such services at a different time or location from any programs or services directly funded by this award, and participation by beneficiaries in any such explicitly religious activities must be voluntary.

If the non-Federal entity makes sub-awards under this agreement, faith-based organizations should be eligible to participate on the same basis as other organizations, and should not be discriminated against on the basis of their religious character or affiliation.

XXIX. Religious Persecution

The non-Federal entity must ensure that its personnel take into account in their work the considerations reflected in the International Religious Freedom Act concerning country-specific conditions, the right to freedom of religion, methods of religious persecution practiced in foreign

countries, and applicable distinctions within a country between the nature of and treatment of various religious practices and believers.

XXX. Minority Business Participation, Executive Order 12432

In accordance with Executive Order 12432, Minority Business Enterprise Development, DOS encourages the non-Federal entities to utilize minority business enterprises in the performance of the award. When contracting for any supplies, services, research, or construction under the award, the non-Federal entities must make their best efforts to solicit bids, proposals, or quotations from minority business enterprises.

A minority business enterprise is defined as a business that is at least 51 percent owned by one or more minority individuals, or in the case of any publicly owned business, at least 51 percent of the voting stock is owned by one or more minority individuals. The daily business operations are likewise managed by a minority owner. A minority individual is defined as a U.S. citizen who has been subjected to racial or ethnic prejudice or cultural bias because of his or her identity as a member of this group without regard to his or her individual qualities. Such groups include, but are not limited to: Black [African] Americans, Hispanic Americans, Native Americans, and Asian-Pacific Americans.

XXXI. Trafficking in Persons

1. Provisions applicable to any recipient.

1. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph a.1 of this award term.
2. Our right to terminate unilaterally that is described in paragraph a.2 or b of this section:
 - . Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g)), and
 - i. Is in addition to all other remedies for noncompliance that are available to us under this award.
2. You must include the requirements of this award term in any subaward you make to a private entity.

3. Provisions applicable to a recipient that is a private entity.

1. You as the recipient, your employees, subrecipients under this award, and subrecipients' employees may not—
 - i. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
 - ii. Procure a commercial sex act during the period of time that the award is in effect; or
 - iii. Use forced labor in the performance of the award or subawards under the award.
2. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if you or a subrecipient that is a private entity –

- ii. Is determined to have violated a prohibition in paragraph a.1 of this award term; or
 - iii. Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph a.1 of this award term through conduct that is either—
 - 1. Associated with performance under this award; or
 - 2. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, “OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Non-procurement),” as implemented by our agency at 2 CFR part 376.
4. **Provision applicable to a recipient other than a private entity.** We as the Federal awarding agency may unilaterally terminate this award, without penalty, if a subrecipient that is a private entity—
- 1. Is determined to have violated an applicable prohibition in paragraph a.1 of this award term; or
 - 2. Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph a.1 of this award term through conduct that is either—
 - ii. Associated with performance under this award; or
 - 3. Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, “OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Non-procurement),” as implemented by our agency at 2 CFR part 376.
5. **Definitions.** For purposes of this award term:
- 1. “Employee” means either:
 - . An individual employed by you or a subrecipient who is engaged in the performance of the project or program under this award; or
 - i. Another person engaged in the performance of the project or program under this award and not compensated by you including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.
 - 2. “Forced labor” means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.
 - 3. “Private entity”:
 - . Means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 CFR 175.25.
 - i. Includes:
 - 1. A nonprofit organization, including any nonprofit institution of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 CFR 175.25(b).
 - 2. A for-profit organization.

4. "Severe forms of trafficking in persons," "commercial sex act," and "coercion" have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. 7102)

XXXII. Blocking Property and Prohibiting Transactions Who Commit, Threaten To Commit, or Support Terrorism, Executive Order 13224

Executive Order 13224 designated certain individuals and entities that commit or pose a significant risk of committing terrorist acts and authorized the Secretary of State to designate additional individuals and entities.

The Order also authorized the Secretary of the Treasury to designate additional individuals and entities that provide support or services to, are owned or controlled by, act for or on behalf of, or are "otherwise associated with," an individual or entity who has been designated in or under the order. All property and interests in property of the individual or entity in the United States or in the possession or control of United States persons are blocked. The order prohibits all transactions and dealings in blocked property or interests in the United States or by United States persons, and also prohibits transactions with, and provision of support for, individuals or entities listed in or subject to the Order.

Non-Federal entities should be aware of Executive Order 13224 and the names of the individuals and entities designated thereunder. A list of these names can be found in the exclusions section of the SAM.gov. The web site is: <http://www.sam.gov>.

Non-Federal entities are reminded that U.S. Executive Order and U.S. laws prohibit transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the non-Federal entity/contractor to ensure compliance with these Executive Orders and laws.

ATX+PAK Advance: Fashion X Austin
Section 0500 Scope of Work

1. PURPOSE

1.1 The City of Austin (City) is contracting with Fashion X Austin to manage and oversee programming material for ATX+PAK Advance. ATX+PAK Advance is a grant funded program that is the second iteration to the previous ATX+PAK Launch Entrepreneurship program. The grant was awarded to the City of Austin from the US Embassy Islamabad. ATX+PAK Advance includes the Fashion Forward Initiative, a program aimed at development of the fashion industry and increasing trade between Austin and Pakistan. Fashion X Austin will play a pivotal role in the implementation of the Fashion Forward Initiative. The Fashion Forward Initiative is a dynamic program that includes multiple aspects such as; Marketplace Pop-Up Shops, reciprocated business development delegations, Textile & Trim Tradeshows, ATX+PAK Creative Design Conference, and a Pakistan Creative Export Opportunity Tour. The program will take place in both Austin and various cities in Pakistan. Fashion X Austin is the primary facilitator and coordinator of Fashion Forward Initiative events. They are responsible for the overall execution of programming and success of the participating entrepreneurs.

2. BACKGROUND

2.1 ATX+PAK Advance will build on the ATX+PAK Launch foundations of success. The City has a strong relationship with Fashion X Austin and has chosen them as a partner because of their past involvement in ATX+PAK Launch. ATX+PAK Launch was the initial program primarily focused on developing startups in early stages. ATX+PAK Advance is the next phase of the successful ATX+PAK Launch program. The US Department of State funded ATX+PAK Launch initiative, connected entrepreneurs, investors, influencers, and educators in Austin's thriving startup community to their counterparts' in Pakistan's emerging innovation ecosystem centered in Lahore to facilitate sustainable economic growth. ATX+PAK Launch programming and activities reached more than 2,000 innovators in Pakistan and exceeded its benchmark goals with several major achievements including:

Increased Investment

- 72% of ATX+PAK Launch participants have raised more than 1.3 million dollars in funding.
- Launch of a \$20 million Austin based venture fund dedicated to investing in Pakistani startups.
- \$3 million commitment to the Pakistan venture fund by the Punjab Information Technology Board, facilitated by negotiations between the City of Austin, 1839 Ventures, and the Government of Punjab.

Increased Creative & Business Collaboration

- Six companies in Austin and Lahore have entered into commercial partnerships all of which are generating revenue.

ATX+PAK Advance: Fashion X Austin
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- Launch of "The Mix", Pakistan's first innovation, arts, and culture convergence conference inspired by Austin's SXSW conference.
- Three Austin based startup incubators/accelerators established entrepreneurship education partnerships with the Information Technology University's Plan9 Incubator and PlanX Accelerator.
- The City of Austin and Punjab Information Technology Board formally entered a Science City partnership to facilitate and promote increased commercial trade and cultural programming between Texas and Pakistan.

3. AGREEMENT

3.1 TERM – One year from date of contract execution with option for one 12-month extension

3.2 AMOUNT – Initial 12 month duration: **\$17,300**
12 month extension: **\$18,500**
Total Amount: **\$35,800**

3.3 REPORTING – Fashion X Austin will maintain open communication with the City and with the designated contract manager. Fashion X Austin will provide a full report of work completed on an annual basis. Report will include data on the metrics listed in Attachment A.

3.4 PAYMENT RELEASE – The City works on a "payment on performance" model. Payment for contracted services will be processed for dissemination to Fashion X Austin upon submission, approval, and agreement of invoices for contracted services. The initial 12-month period will not exceed \$17,300, the 12-month extension period will not exceed \$18,500. Funding will be used in accordance with agreed upon costs as described in the grant budget narrative.

4. SCOPE OF WORK

4.1 RESOURCES PROVIDED

4.1.1 The City will serve as the primary point of contract with the US Embassy, Islamabad and the US Department of State for all grant related programming, payments, reporting, and compliance.

4.1.2 All final decisions regarding the direction of the program and use of funds are at the discretion of the City.

4.1.3 The City will provide full information to Fashion X Austin as to the requirements for the project.

ATX+PAK Advance: Fashion X Austin
Section 0500 Scope of Work

4.1.4 The City will promptly review any report submitted and all deliverables. The City will approve the quality of all reports and collected data metrics.

4.1.5 The City will provide a list of desired data metrics to be reported by Fashion X Austin, see Attachment A.

4.2 PROGRAM MANAGEMENT – Fashion X Austin will appoint a Program Manager responsible for coordinating ATX+PAK Advance program activities in Pakistan and Austin.

4.2.1 Program Manager will be responsible for ensuring grants compliance, delivering on program goals by predetermined deadline, engaging with the City of Austin representative, incubators/accelerators in Austin, industry developers in Austin and Pakistan, fashion entrepreneurs in Austin and Pakistan, the US Embassy Islamabad, and ensuring overall program success in Austin and Pakistan.

4.3 ATX+PAK MARKETPLACE POP-UP SHOPS & ATX+PAK TEXTILE & TRIM BAZAARS

4.3.1 Coordinate two Marketplace Pop-Up Shops and two Textile & Trim Bazars.

- 2019: One Marketplace Pop-Up Shop and one Textile & Trim Bazar.
- 2020: One Marketplace Pop-Up Shop and one Textile & Trim Bazar.

4.3.2 Arrange and fund retail space venue rental for all events.

4.3.3 Provide workspace on a temporary basis for participating brands/designers. Will include studio space and office space.

4.3.4 Purchase general liability and damage insurance for all events.

4.3.5 Apply for, secure, and pay for all permitting fees associated with conducting all events.

4.3.6 Provide local staff support to oversee the operations of Marketplace Pop-Up Shops and assist Pakistani brands/designers.

4.3.6.1 Staff support is one position that will earn a living wage rate of \$15 per hour and will work for a total of 240 hours. Staff support is responsible for the following:

- Checkout services
- Daily sales tracking
- Customer demographic reporting
- Venue administrative management

**ATX+PAK Advance: Fashion X Austin
Section 0500 Scope of Work**

- Brand/designer support

4.3.7 Provide marketing and advertising for all events such as; local media ads, print, radio, and television. Will amount to \$1000 per event.

4.3.8 Implement a social media campaign promoting all events.

4.4 FASHION FORWARD INITIATIVE BUSINESS DEVELOPMENT DELEGATIONS

4.4.1 Coordinate and facilitate one-on-one or small group meetings for Fashion Forward Initiative delegates from Pakistan. Meetings will be held with US retailers, fashion brand, potential fashion investors, and fashion industry focused venture firms/consultants.

4.4.2 Coordinate and arrange all meetings including setup, logistics, preparation of briefing material, and meeting collateral.

4.4.3 Provide refreshments and incidentals for all arranged meetings.

4.5 ATX+PAK CREATIVE DESIGN CONFERENCE

4.5.1 Coordinate and furnish speakers for the Creative Design Conference.

4.5.2 Serve as primary point of contact for all conference speakers.

5. TERMINATION FOR CAUSE

5.1 The City shall have the right to Termination for Cause, notification of such actions shall be put forth in written notice (electronic) to Fashion X Austin ATX+PAK Advance Program Manager of the termination which notice shall specify the reasons for the termination. In the event of Termination for Cause, Fashion X Austin shall not be entitled to any further benefits agreed upon under this contract.

6. WORK PLAN

6.1 Fashion X Austin will utilize their internal networks and preexisting resources to facilitate content related to ATX+PAK Advance programming. All actions undertaken by Fashion X Austin are not to exceed the predetermined sub-award amount of \$35,800. Fashion X Austin will serve as the host organization for visiting delegations and individuals from Pakistan. They are the primary party responsible for effectiveness of the Fashion Forward Initiative. Fashion X Austin will conduct all work in collaboration with the City and other pertinent partners or stakeholders of the program.

ATX+PAK Advance: Fashion X Austin
Section 0500 Scope of Work

6.2 INBOUND MEASURES – Attachment A

6.3 OUTBOUND MEASURES – Attachment A

7. APPENDIX

7.1 Tentative Fashion Forward Initiative Timeline

Oct 2018

- Moda X Tour
- Austin Incubator Visit
- City of Austin public welcome event—Official ATX+PAK ADVANCE ANNOUNCEMENT
- Marketplace Pop Up (Demo)
- Prep work/planning for Pakistan delegation visit to Austin

Nov & Dec 2018

- Planning for Pakistan business delegation visit to Austin
- Selection of Pakistan business delegation 1 participants

April 2019

Fashion Forward Activities:

- Pakistan business delegation I arrives in Austin
- 1st Phase Marketplace pop up shop(s) open
- Curated meetings with Chambers of Commerce, State of Texas Economic Development officials
- Meetings with potential business to business partners & key industry facilities tours
- Fashion Incubator visit
- First Textile & Trim Trade show/bazaar

Fall 2019

- First Austin delegation to Pakistan for Textile & Industry Tour

Spring 2020

- Pakistan business delegation II arrives in Austin
- Second Phase Marketplace pop up shop(s) open
- Curated meetings with Chambers of Commerce, State of Texas Economic Development officials

ATX+PAK Advance: Fashion X Austin
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- Meetings with potential business to business partners & key industry facilities tours
- Fashion Incubator visit
- Second Textile & Trim Trade show/bazaar

Fall 2020

GMAP & Fashion Forward Activities:

- Second Austin delegation to Pakistan for Textile & Industry Tour
- ATX+PAK Fashion Forward Design conference (Official program closing activity)

8. DEFINITIONS

- 8.1 **ATX+PAK Launch:** Initial grant funded program conducted by the City of Austin to encourage economic growth and entrepreneurial development in Austin and Pakistan.
- 8.2 **ATX+PAK Advance:** Second iteration grant funded programming building on the successes of ATX+PAK Launch. Emphasis is placed on international market entry, increased international trade, and local industry ecosystem development
- 8.3 **Stakeholder:** Any and all concerned parties, organizations, or individuals with resources or interest dedicated to the success of the ATX+PAK Advance programming. Including but not limited to; the City of Austin, Innovation District 92, Austin Fashion X, Capital Factory, US Embassy Islamabad, and the US State Department.

ATX+PAK Advance: Fashion X Austin
Section 0500 Scope of Work

ATTACHMENT A

Line Item	Narrative Expectations
# of meeting arranged for delegation	Number
Person/organization meeting arranged with	List
# of speakers furnished for Creative Design Conference	Number
Name, title, and organization of Creative Design Conference speakers	List
# of visitors to Pop-Up Shops	Number
# of visitors to Textile & Trim Bazaars	Number
Revenue earned at Pop-Up Shops and Textile & Trim Bazaars	Number
# of transactions at Pop-Up Shops and Textile & Trim Bazaars	Number

Exhibit C
City of Austin, Texas
Section 0805
NON-SUSPENSION OR DEBARMENT CERTIFICATION

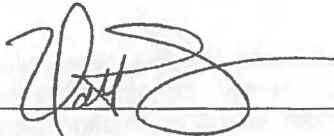
The City of Austin is prohibited from contracting with or making prime or sub-awards to parties that are suspended or debarred or whose principals are suspended or debarred from Federal, State, or City of Austin Contracts. Covered transactions include procurement contracts for goods or services equal to or in excess of \$25,000.00 and all non-procurement transactions. This certification is required for all Vendors on all City of Austin Contracts to be awarded and all contract extensions with values equal to or in excess of \$25,000.00 or more and all non-procurement transactions.

The Offeror hereby certifies that its firm and its principals are not currently suspended or debarred from bidding on any Federal, State, or City of Austin Contracts.

Contractor's Name:

Fashion + Style Events LLC

Signature of Officer or
Authorized
Representative:



Date:

12/10/18

Printed Name:

Matt Swinney

Title

CEO

Exhibit E
City of Austin, Texas
NON-DISCRIMINATION AND NON-RETALIATION CERTIFICATION

City of Austin, Texas
Equal Employment/Fair Housing Office

To: City of Austin, Texas,

I hereby certify that our firm complies with the Code of the City of Austin, Section 5-4-2 as reiterated below, and agrees:

- (1) Not to engage in any discriminatory employment practice defined in this chapter.
- (2) To take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without discrimination being practiced against them as defined in this chapter, including affirmative action relative to employment, promotion, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rate of pay or other forms of compensation, and selection for training or any other terms, conditions or privileges of employment.
- (3) To post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Equal Employment/Fair Housing Office setting forth the provisions of this chapter.
- (4) To state in all solicitations or advertisements for employees placed by or on behalf of the Contractor, that all qualified applicants will receive consideration for employment without regard to race, creed, color, religion, national origin, sexual orientation, gender identity, disability, sex or age.
- (5) To obtain a written statement from any labor union or labor organization furnishing labor or service to Contractors in which said union or organization has agreed not to engage in any discriminatory employment practices as defined in this chapter and to take affirmative action to implement policies and provisions of this chapter.
- (6) To cooperate fully with City and the Equal Employment/Fair Housing Office in connection with any investigation or conciliation effort of the Equal Employment/Fair Housing Office to ensure that the purpose of the provisions against discriminatory employment practices are being carried out.
- (7) To require of all subcontractors having 15 or more employees who hold any subcontract providing for the expenditure of \$2,000 or more in connection with any contract with the City subject to the terms of this chapter that they do not engage in any discriminatory employment practice as defined in this chapter

For the purposes of this Offer and any resulting Contract, Contractor adopts the provisions of the City's Minimum Standard Non-Discrimination and Non-Retaliation Policy set forth below.

City of Austin
Minimum Standard Non-Discrimination and Non-Retaliation in Employment Policy

As an Equal Employment Opportunity (EEO) employer, the Contractor will conduct its personnel activities in accordance with established federal, state and local EEO laws and regulations.

The Contractor will not discriminate against any applicant or employee based on race, creed, color, national origin, sex, age, religion, veteran status, gender identity, disability, or sexual orientation. This policy covers all aspects of employment, including hiring, placement, upgrading, transfer, demotion, recruitment,

recruitment advertising, selection for training and apprenticeship, rates of pay or other forms of compensation, and layoff or termination.

The Contractor agrees to prohibit retaliation, discharge or otherwise discrimination against any employee or applicant for employment who has inquired about, discussed or disclosed their compensation.

Further, employees who experience discrimination, sexual harassment, or another form of harassment should immediately report it to their supervisor. If this is not a suitable avenue for addressing their complaint, employees are advised to contact another member of management or their human resources representative. No employee shall be discriminated against, harassed, intimidated, nor suffer any reprisal as a result of reporting a violation of this policy. Furthermore, any employee, supervisor, or manager who becomes aware of any such discrimination or harassment should immediately report it to executive management or the human resources office to ensure that such conduct does not continue.

Contractor agrees that to the extent of any inconsistency, omission, or conflict with its current non-discrimination and non-retaliation employment policy, the Contractor has expressly adopted the provisions of the City's Minimum Non-Discrimination Policy contained in Section 5-4-2 of the City Code and set forth above, as the Contractor's Non-Discrimination Policy or as an amendment to such Policy and such provisions are intended to not only supplement the Contractor's policy, but will also supersede the Contractor's policy to the extent of any conflict.

UPON CONTRACT AWARD, THE CONTRACTOR SHALL PROVIDE THE CITY A COPY OF THE CONTRACTOR'S NON-DISCRIMINATION AND NON-RETALIATION POLICIES ON COMPANY LETTERHEAD, WHICH CONFORMS IN FORM, SCOPE, AND CONTENT TO THE CITY'S MINIMUM NON-DISCRIMINATION AND NON-RETALIATION POLICIES, AS SET FORTH HEREIN, OR THIS NON-DISCRIMINATION AND NON-RETALIATION POLICY, WHICH HAS BEEN ADOPTED BY THE CONTRACTOR FOR ALL PURPOSES WILL BE CONSIDERED THE CONTRACTOR'S NON-DISCRIMINATION AND NON-RETALIATION POLICY WITHOUT THE REQUIREMENT OF A SEPARATE SUBMITTAL.

Sanctions:

Our firm understands that non-compliance with Chapter 5-4 and the City's Non-Retaliation Policy may result in sanctions, including termination of the contract and suspension or debarment from participation in future City contracts until deemed compliant with the requirements of Chapter 5-4 and the Non-Retaliation Policy.

Term:

The Contractor agrees that this Section 0800 Non-Discrimination and Non-Retaliation Certificate of the Contractor's separate conforming policy, which the Contractor has executed and filed with the City, will remain in force and effect for one year from the date of filing. The Contractor further agrees that, in consideration of the receipt of continued Contract payment, the Contractor's Non-Discrimination and Non-Retaliation Policy will automatically renew from year-to-year for the term of the underlying Contract.

Dated this 10 day of December, 2018

CONTRACTOR
Authorized
Signature

Title

Matt Swinney
[Signature]
CEO



City of Austin Purchasing Office

Certificate of Exemption for Professional Services, Public Health and Safety or Other Exempt Purchase (Non-Competitive)

DATE: 10/12/2018

DEPT: Economic Development

TO: Purchasing Officer or Designee

FROM: Global Business Expansion Division

PURCHASING POC: David Kurtenbach,
International Program Coordinator

PHONE: 512-974-6418

Chapter 252 of the Local Government Code requires that municipalities comply with the procedures established for competitive sealed bids or proposals before entering into a contract requiring an expenditure unless the expenditure falls within an exemption listed in Section 252.022.

Refer to Local Government Code 252.022 for a complete list of exemptions:

[Link to Local Government Code](#)

The City has selected a vendor for contract award and declares the competitive solicitation procedures in Local Government Code Chapter 252.022 to be exempt for this procurement. This Certificate of Exemption is hereby executed and filed with the Purchasing Office as follows:

1. The undersigned is authorized and certifies that the following exemption is applicable to this procurement.

Please check the criteria listed below that applies to this request:

- ☐ A procurement made because of a public calamity that requires the immediate appropriation of money to relieve the necessity of the municipality's residents or to preserve the property of a municipality.
- ☐ A procurement necessary to preserve or protect the public health or safety of the municipality's residents.
- ☐ A procurement necessary because of unforeseen damage to public machinery, equipment, or other property.
- ☒ A procurement of personal, professional, or planning services
- ☐ Other exemption from Chapter 252.022: _____

2. Describe this procurement

- What it is for and why it is needed?
- Describe the following (as applicable):
 - **For Public Calamity, Public Health and Safety, Unforeseen Damage to Public Machinery or Equipment, or Critical Business Need Exemptions:**
 - Provide description of the event leading to the procurement and a business justification for this purchase.
 - What would be the impact to department operations and the community if this purchase was not made?
 - How and why this vendor was selected?
 - **For Professional, Personal, or Planning Service Exemptions:**
 - Why is the vendor the most qualified to provide the services?
 - Does this vendor have a history of working with the City? If so, was it on this particular service?
 - Will this procurement be component of a larger service or phases of service?
 - Is the vendor a City of Austin local vendor?
 - Does the vendor hold an M/WBE certification with the City, a HUB certification with the State of Texas, or any other minority or women owned certifications?
 - What qualifications, certifications, or specialized training does the vendor have?
 - What is the impact if a contract is not secured with this particular vendor (loss of project timeline, loss of funding etc.)?
 - What other vendors can provide these services and why are they not the best fit for the contract?
 - **For Other Exceptions from Chapter 252.022:**
 - Explain the circumstances of the procurement.
 - **Prices were determined to be reasonable based on the following (select all that apply):**
 - ☐ Prices are established under a current Cooperative contract.
Notes: At a minimum, note the contract number, contract title, cooperative entity, and government or entity who created the contract.
 - ☐ Prices are the same or similar to current City contract.
Notes: At a minimum, note the City of Austin contract number and title.
 - ☐ Prices are the same or similar to current contract with another government.
Notes: At a minimum, note the contract number, title and government that created the contract.
 - ☐ Prices are on a current and publicly available list price, for the same or similar products, available to all government and commercial customers.
Notes: At a minimum, note the list price title, source of the list price (catalog and catalog publish date or web address and download date).
 - ☐ Prices are established by law or regulation.
Notes: At a minimum, note the legal or regulatory reference that established the prices.
 - ☒ Other means of determining Price Reasonableness.
Notes: Describe any other source that was used to establish Price Reasonableness.

* The questions in the form are designed to justify why this purchase should be exempt from a competitive procurement process. Failure to provide adequate documentation to substantiate the request may lead to the request being rejected.

The City of Austin (City) is contracting with Fashion X Austin to manage and oversee programming material for ATX+PAK Advance. ATX+PAK Advance is a grant funded program that is the second iteration to the previous ATX+PAK Launch Entrepreneurship program. The grant was awarded to the City of Austin from the US Embassy Islamabad. ATX+PAK Advance includes the Fashion Forward Initiative, a program aimed at development of the fashion industry and increasing trade between Austin and Pakistan. Fashion X Austin will play a pivotal role in the implementation of the Fashion Forward Initiative.

The Fashion Forward Initiative is a dynamic program that includes multiple aspects such as; Marketplace Pop-Up Shops, reciprocated business development delegations, Textile & Trim Tradeshows, ATX+PAK Creative Design Conference, and a Pakistan Creative Export Opportunity Tour. The program will take place in both Austin and various cities in Pakistan. Fashion X Austin is the primary facilitator and coordinator of Fashion Forward Initiative events. They are responsible for the overall execution of programming and success of the participating entrepreneurs.


Award of the grant from the US Embassy Islamabad was determined based on the involvement of specific partnering organizations, including Fashion X Austin. They were written into the grant proposal as a partnering organization and offer a unique skillset that no other vendors is capable of delivering on. They are uniquely qualified to conduct the contracted services because of their extensive connections, reputation as a key influencer, and stature within the fashion industry in Austin. Fashion X Austin has also worked with many vital organizations and individuals in Pakistan through their past involvement in ATX+PAK Launch. The support and participation of Fashion X Austin as a vendor is needed to guarantee the overall success of the program.

Price Reasonableness:

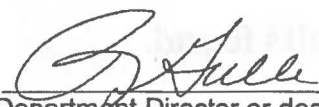
Price of contract and associated costs were determined by Fashion X Austin and configured using competitive costs that are used by the organization. The exact line items were written as part of the grant proposal and reviewed and approved by the US Embassy Islamabad. All costs are described in depth on the grant proposal budget narrative.

3. Forward the completed and signed Certificate of Exemption to the Purchasing Office along with the following documentation:
- ☒ Scope of Work or Statement of Work (if applicable)
 - ☐ Vendor's proposal/quote (if applicable)
 - ☒ Project timeline with associated tasks, schedule of deliverables or milestones, and proposed payment schedule
 - ☐ Professional resumes, certifications, and/or licenses (Professional, Personal or Planning Services Only)
 - ☒ Other supporting documentation
4. Because of the above facts and supporting documentation, the City of Austin exempts this procurement from Local Government Code Chapter 252 and intends to contract with:
- (Vendor Name): Fashion X Austin for
- (Description of Procurement): Detailed services related to ATX + PAK Advance programming.
5. Check the contract type (one-time or multi-term) and fill in the dollar amount and term as applicable:
- ☐ This is a one-time request for \$ _____
- ☒ This is a multi-term contract request for 12 (# months for base term) in the amount of \$17,300 with one 12 month renewal option for \$18,500 each for a total contract amount of \$35,800.

Recommended
Certification

 10-17-18
Originator Date

Approved
Certification

 10/28/18
Department Director or designee Date

Assistant City Manager / General Manager Date
or designee (procurement requiring Council approval)

Purchasing Office
Review

Authorized Purchasing Office Staff Date

Purchasing Office
Management Review
(If required due to signature authority level)

Purchasing Officer or designee Date